



SECRETARY Role Descriptor

PURPOSE

To be the principal administrator for the Club and ensuring the Club, club activities and its members function effectively.

MAIN FUNCTIONS AND DUTIES

- Be the first point of contact for enquiries
- Affiliating the Club to the District and Scottish Swimming
- Maintain an up to date register in conjunction with Membership Secretary and liaise with Scottish Swimming as required
- Dealing with correspondence
- Organising and attending all committee meetings
- Taking and distributing minutes to relevant parties
- To liaise with Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships
- Working with the Membership Secretary to ensure club has up to date policies, such as Wellbeing & Protection, Discipline and Complaints etc.
- Maintain the club notice board if required
- Other general administrative duties

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Ability to delegate
- Be aware of key agencies and partners
- Maintain confidentiality
- Be computer literate
- Motivator & problem solver
- Patient

REQUIREMENTS

- Be a member of Scottish Swimming
- Adhere to the Volunteer Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

- Child Wellbeing & Protection in Sport (renewable every 3 years)
- Virtual community support through the HIVE learning platform

TIME COMMITMENT

Time commitment can vary dependant club activities, time of the year, and events being attended.