



Role Description - Secretary

Role

To ensure the smooth running of club administrative requirements

Skills

- Administration skills desirable
 - Good working knowledge of Microsoft word and minute taking desirable
 - Good verbal and written skills
 - Well organised and efficient
 - Sound knowledge of the club
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Main Duties

- Deal with the day to day running of the club including all correspondence
 - To process and deliver appropriate forms and information to and from county, regional and national ASA departments
 - Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
 - Liaise with the Gala Secretary to ensure that pools are booked for all teaching and training sessions as well as all events hosted by the club
 - Book venues for Committee Meetings and AGM
 - Act as the main point of contact for your club for the county, regional and national ASA
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Commitment

Ongoing weekly responsibility including all club committee meetings

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of the club

I have read and understood the above role description and agree to carry it out to the best of my ability.

Signed (Richard Hummerston)

Date