



CLUB SECRETARY Role Descriptor

PURPOSE

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

MAIN FUNCTIONS AND DUTIES

1. Meetings (General / AGM / EGM / Management Committee)

Ensuring meetings are effectively organised and recorded

- Liaising with the Chair to plan & book meetings (inclusive of booking venues)
- Receiving agenda items from committee members and prepare agendas
- Circulating agendas and reports in a timely manner as appropriate
- Record meeting and draft minutes, liaising with individuals as appropriate for accuracy
- Circulating approved minutes
- Checking that agreed actions are carried out.

2. Records

Maintaining effective records and administration

- Keeping up-to-date details for the management committee regards appointment/rotations of its members
- Keeping a record of the Club's Strategic Action Plans i.e. SwimMark+
- Filing minutes, reports & correspondence

3. Constitution, Bye-Laws and Regulations

Upholding legal requirements

- Acting as custodian of the governing documentation for the Club
- Undertaking all amendment of governing documentation and provision of updated documents for uploading to website
- Checking quorum is present at meetings
- Ensuring elections are in line with stipulated procedures
- Through liaison with other Committee members, ensure the club has up to date policies, such as Child Protection, Discipline and Complaint etc.
- Ensuring Club activities are in line with its objects
- Ensuring charity and company law requirements are met where relevant

4. Communication and correspondence

- Be the first point of contact for enquiries (to incl. District and Scottish Level)
- Dealing with correspondence
- Preparing a report for the Annual General Meeting
- To liaise with Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships

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



PERTH CITY SWIM CLUB

- Patient

REQUIREMENTS

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

TRAINING AND SUPPORT

- Attend Child Wellbeing & Protection in Sport course (renewable every 3 years)