



Job Title – Secretary

Responsible to - Executive Committee

Purpose - Principal administrator for the Club to ensure the club and its members function effectively.

Duties and Responsibilities

- Abide by and promote all Club policies.
- To be the first point of contact for internal/external communication with members from other Clubs, Midland District and Scottish Swimming on all general swimming and water polo matters.
- To ensure effective communication with other members of the executive committee.
- To organise and attend committee meetings on a regular basis (approx 6-8 weeks on a Thursday 6.30pm).
- To submit written/verbal report to committee meeting.
- To organise the Clubs' AGM, usually 2nd/3rd week in November (Thursday 7pm).
- To distribute agreed minutes to relevant parties.
- To receive correspondence on behalf of the club and ensure its timely distribution to the relevant personnel.
- To respond to all enquiries etc. as appropriate after consultation with the relevant personnel within the club.
- To liaise with Scottish Swimming, local authority, other Clubs and partners as required and maintain effective relationships.
- To maintain the club notice boards.
- To inform Midland District and Scottish Swimming of Committee Members following AGM.
- Changes to Club Constitution - a copy to be sent to Midland District Secretary.
- Represent the Club at any meetings concerning sport within the Dundee area, if unable to attend, organise a replacement.

- To support the activities of the Club, and contribute to its development.
- To collect monies from training sessions, collate and forward as required.
- Attend fundraising events.

NB This is not an exhaustive list and can be adapted by the Club.