**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 membership register 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
* To ensure club has up to date policies, such as Wellbeing & Protection, Discipline and Complaints etc.
* Maintain the club notice board if required
* To collect monies for special events/competitions, collate and forward as 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
* Sign and adhere to the Club’s 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 on size and nature of club, and events attending.