

## CLUB SECRETARY

### Skills

- A good working knowledge of the Swimming Club
- Approachable
- Good listener
- Good communication skills
- Good organisational and administrative skills
- DBS clearance (Essential)
- Safeguarding and Protecting Children CPD (Essential)
- Time to Listen CPD (Desirable)
- Team Manager CPD (Desirable)
- Fully conversant with Microsoft Office or similar products

### Main Duties

- Act as the first point of contact for all inbound communications from the ASA, IOS and other swimming related organisations
- Maintain up to date contact details for committee members, key club personnel and ASA secretaries
- Work in conjunction with the Swim21 Coordinator to maintain Club documentation to a high standard, identifying when reviews or updates are required
- Work with all Club members to identify potential volunteers for all workforce activities
- Lead the recruitment of Club workforce volunteers for all Club activities
- Maintain an accurate and up to date database of all Club volunteers, CPD qualifications and specialist skills held
- In conjunction with the Club Treasurer, ensure all training for volunteers CPD courses is carried out in a timely manner
- Provide updates to the Executive Committee on the forecast training requirements for all volunteers
- Ensure that the volunteer requirements are coordinated and communicated in sufficient time ahead of all events, e.g. swimming meets (home and away), fundraising activities or social events
- Arrange the booking of all agreed coaching courses through the Institute of Swimming (IOS)
- Coordinate all individual volunteers requiring DBS checks for the Club Welfare Officer
- Ensure the Membership Secretary has details of all Club volunteers for ASA registration
- Plan the dates, times and locations for all official Club meetings, including Executive Committee, Club Committee, Annual General Meetings and any Extraordinary General Meetings



- Prepare agenda for all meetings at least 7 days in advance of the planned time and date
- Prepare meeting minutes for approval within 48 hours of the meeting taking place
- Represent the Club as required at external meetings where Gateshead and Whickham ASC are a stakeholder

### Commitment

High levels of commitment are required for this role, with up to 10 hours per week likely.

### Benefits to Self

- An extremely rewarding role within the Club
- A driving force to ensuring a safe and well-managed club

