



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: CLUB SECRETARY

RESPONSIBLE TO:

The members of the club for insuring, the correct running of the club in accordance with the club constitution and the rules of the ASA.

MAIN DUTIES:

1. The Club Secretary will take the minutes of all the Executive Committee Meetings, the AGM and any Special General Meetings (SGM), which may be called during their term and publish them to the relevant people within two weeks.
2. Act as a point of contact for all club correspondences.
3. Hold and update a correspondences data-base and inform all necessary organisations of changes in committee member details when necessary.
4. The Club Secretary is a full member of all sub-committees/Working Parties and therefore is entitled to attend any of these meetings.
5. Authorised along with one other signatory to sign club cheques.
6. To follow and promote the ASA Child Protection policy and attend all mandatory courses as required by the ASA/Child protection.

Print Name: _____ **Time Commitment:** _____

Signatures: _____ Date: _____

Chairperson _____ Date: _____