



Survive and Save Club

Job Description

Secretary

Role

To be the club central point of administration, information and communication with its members, management committee and external partners

Skills

- Good administrative skills with ability to take minutes
- Be an excellent communicator with good verbal and written skills
- Enthusiastic with a good knowledge the club activities
- Sound organisational skills
- Well organised and efficient
- Able to maintain confidentiality
- Able to work in partnership with members and external partners and organisations

Main Duties

- Act as the main point of contact for the club for affiliated organisations at all levels, maintaining accurate records and information.
- Deal with the day to day running of the club including all correspondence
- To organise committee meetings and AGM, preparing agenda in conjunction with the Chairman
- Take minutes at meetings and distribute as required
- Liaise with other committee members, volunteers etc to ensure required administration is in place and completed
- Support the Chairman, Swim Co-ordinator and other executive members as appropriate with recruitment in accordance with the recruitment policy
- Make bookings for all club sessions, events, training sessions, and meetings as required
- Prepare the annual report in conjunction with the chairman
- Represent the club at meetings when required
- Have a knowledge and understanding of the roles of other club committee members

Time Commitment

3 hours per week

Committee Meetings

Other meetings as required