



Scotia ASC Secretary Role Descriptor

Version 1, Date 26/05/24

SCOTIA ASC 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

- Affiliating the Club to the District and Scottish Swimming
- 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
- Meet with Leisuredrome management regularly
- Organise the annual Club Champs, Club Champs awards night and the AGM
- To ensure club has up to date policies, such as Wellbeing & Protection, Discipline and Complaints etc.
- Ensure prompt communications out to the Club regarding upcoming events and information regarding Club activity, e.g. social events, issues with the pool, changes to training sessions
- Respond to enquiries from parents, carers and swimmers or re-direct as appropriate
- To collect monies for special events/competitions, collate and forward as required
- Other general administrative duties
- Be a point of contact for enquiries
- Organise training events such as Time Keeping courses
- Organise and communicate on revised training timetables during holidays

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)

TIME COMMITMENT

Time commitment can vary.