

## **Role Description: Secretary**

### **Role Objectives**

The Secretary of a club provides the central point of administration, information and communication. It is the Secretary who initially deals with all correspondence and communications, and is key in the smooth running of a club. The Secretary is also a link between members, potential members and external organisations e.g. pool operators, local authorities and the ASA Regions and Counties. The club Secretary should report to the club Chairperson.

### **Duties and Responsibilities**

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competitions and events, affiliations, subscriptions, memberships, bookings, training of volunteers (as appropriate) and mailings
- To deal with the day to day running of the club including all correspondence, both internally and externally
- To process and deliver appropriate correspondence and information to and from county, region and national ASA
- To organise committee meetings and AGMs, preparing agendas, taking minutes, and distributing and communicating these as appropriate
- To liaise with other club committee members to ensure all appropriate administration is in place
- To represent the club at meetings
- To have a knowledge and understanding of roles and responsibilities of other club committee members
- To maintain up to date contact details of all members, committee members, other key club personnel and the relevant ASA Secretaries

### **Skills and Qualities Required**

- Enthusiastic with a good knowledge of the club, and people within the club
- An excellent communicator, with good verbal and written skills
- Administration skills, including word processing and minute taking
- Sound organisational skills
- Ability to maintain confidentiality
- Ability to work in partnership with others, both within and outside of the club
- Ability to represent the club at external meetings

### **Role Details**

This is a voluntary role.

Time commitment required will vary from club to club, but will include ongoing weekly responsibilities, particularly in dealing with correspondence.