

Warrington Swimming Club

Role Title: Secretary

Responsible To: Club Chairman

Role Purpose:

- To provide the central point of administration, information and communication
- To provide a comprehensive, responsive, high quality secretarial and administrative service to the Warrington Swimming Club and its members

Main Duties and Tasks:

- 1 To act as the main point of contact for the club.
- 2 To maintain records and information in relation to queries, all administration and communications
- 3 To organise the Annual General meeting, other General meetings as and when required and meetings of the Management Committee as required, including the administrative arrangements, the production and distribution of appropriate notices, agendas, supporting papers and minutes as well as other documents or reports for the consideration of the members at general meetings and at the Management Committee.
- 4 To deal with the day to day running of the club including all correspondence both internally and externally to the club
- 5 To process and deliver appropriate correspondence and information to and from members, external organisations, clubs, County Associations, Regions and ASA
- 6 To liaise with club committee members to ensure all appropriate administration is in place
- 7 To represent the club at meetings as required
- 8 To have a knowledge and understanding of roles and responsibilities of club committee members and other post holders
- 9 To maintain up to date contact details of all members, committee members, other key club personnel and secretaries of clubs and organisations at national, region, county and local level
- 10 To maintain and update as required the administrative records of the club as directed by the Management Committee and the ASA.
- 11 To establish and maintain an efficient administration service to all club members.

Required Skills:

- 1 Enthusiastic with a good knowledge of the club and the people within the club
- 2 Able to build effective relationships with the officers, the Management Committee and the club members to ensure that all are working as part of a team committed to the delivery of the objectives of the club
- 3 Excellent communicator with good verbal and written skills
- 4 Knowledge of administrative control systems and procedures.
- 5 Administration skills, including word processing and minute taking

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- 6 Sound organisational skills
- 7 Able to maintain confidentiality
- 8 Able to work in partnership with others, both within and outside of the club
- 9 Able to represent the club at external meetings

Key Performance Indicators:

- 1 Attendance at Management Committee meetings unless prevented by exceptional circumstances.
- 2 Effectiveness of work schedules and control of resources to ensure that agreed targets are reached and where possible exceeded.
- 3 Effectiveness of the contribution to, and help in, the delivery of the committee plans, targets and standards that support the attainment of the objectives of the club.
- 4 Ensure work schedules and resource requirements are established, published, distributed and delivered that will ensure agreed targets are reached and where appropriate exceeded.
- 5 Ensure a formal monitoring and evaluation system of the administration and delivery of records and documents is achievement for the delivery of agreed targets, on time is established and maintained within the club and for external organisations
- 6 The delivery of supporting papers, documents and reports as necessary to satisfy the constitutional and management requirements of the club and other external bodies at local, county, region and national level