



# HONORARY SECRETARY

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## Role

To ensure the smooth and efficient running of the club's administrative requirements.

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## Skills

- Approachable.
  - Enthusiastic, with a good knowledge of the sport and club.
  - Well organised and efficient.
  - Good verbal and written skills.
  - Working knowledge of Microsoft Word.
  - Experience of minute taking.
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## Main Duties

- Deal with the day to day running of the club, including all correspondence.
  - Call committee meetings and general meetings, prepare agendas, take minutes and provide officers with copies.
  - Arrange venues for committee meetings and general meetings.
  - Ensure that pools are booked for all teaching and training sessions as well as all events hosted by the club
  - Act as the main point of contact for the club with county, regional and national ASA departments, processing and delivering forms and information to and from as required.
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## Commitment

Dealing with issues as and when they arise, plus club requirements, including events and monthly management meetings.

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## Benefits to Self

Contribution to ensuring a safe and well-managed club.

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