

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

SECRETARY

ACCOUNTABLE TO: The Management Committee

SKILLS REQUIRED:

- IT literate
 - Ability to write reports
 - Excellent organisational skills
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EXPERIENCE NEEDED:

- Secretarial skills or background may be an advantage
 - Previous experience of minute taking desirable
 - The ability to construct agendas
 - Effective communication skill-verbal and written
 - Access to a PC
 - Access to a photocopier would be a distinct advantage, although not essential
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MAIN DUTIES:

1. Call committee meetings on an agreed date and request agenda items
2. Prioritise and agree agenda items with Chairperson
3. Inform committee members of agenda at least 1 week in advance
4. Take minutes of the meetings
5. Duplicate and distribute the minutes within 1 week of the meeting
6. To acknowledge immediate receipt of correspondence as required, and bring to the attention of the management committee. To reply to any correspondence as directed by the Chairperson or Vice-Chairperson.
7. Liaise with the Director of your sport & Chairperson on the Agenda and minutes for each meeting before they are circulated
8. Circulate any relevant information received from the your Governing Body to The Governing Board where necessary
9. Distribute any relevant information to The Governing Board and appropriate people
10. Keep the Job Profiles up to date
11. If unable to attend any meeting, arrange for correspondence to be sent to the meeting
12. Support and assist all elected officers of the committee
13. To follow and promote the ASA Child Protection policy

Time Involved:

Occasional daily involvement

Attend committee meetings as per club calendar

Signature: Secretary : _____ Date: _____

Chairperson : _____ Date: _____

