

Runnymede Swimming Club

Club Secretary

(Accountable to Runnymede Swimming Club Committee)

Role:

Ensure the smooth running of Club administrative requirements

Skills:

Administration

Team Work

Good Communication

Maintaining Confidentiality

Investigation

Problem Solving

Main Duties:

1. Promote the Mission of Runnymede Swimming Club
2. Follow and promote all Club Policies and Objectives
3. Carrying out, or delegating as required, the day to day administrative requirements of the Club as necessary
4. Call Committee, AGM and other meetings as required. Prepare agendas and the minutes
5. Act of a point of contact for external stakeholders, including Swim England partners and local authority
6. Book annual pool hire agreement with Castle Point Council
7. Represent the Club as required
8. Ensure the Club complies with the rules and regulations of its affiliated bodies
9. Maintain personal qualifications as required
10. Attend Club meetings as necessary