



Role – Secretary/ Membership Secretary

The following information has been adapted from Aqua forces 'Good Club Guide' in order for those in the roles mentioned, to have a better understanding of their responsibilities.

Role of the Secretary/ Membership Secretary:

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

Duties of a Secretary/ Membership Secretary:

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers 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 ASA secretaries at national, regional and county level.

Commitment:

Attendance at all Committee Meeting's where possible, also ongoing weekly responsibilities, particularly in dealing with correspondence and membership queries.