



## **ROLE DESCRIPTION – SECRETARY**

**JOB TITLE: Club Secretary**

**RESPONSIBLE TO: Committee**

### **AIMS AND OBJECTIVES**

- To support the activities of Hawick Amateur Swimming Club, and contribute to its' development.
- To provide administrative support for the general committee.
- To ensure effective liaison with key partners.

### **DUTIES AND RESPONSIBILITIES**

- To attend committee meetings and produce minutes.
- To distribute agreed minutes to relevant parties.
- To receive correspondence on behalf of the club.
- To respond to all enquiries etc. as appropriate.
- To maintain an up to date membership register and liaise with Scottish Swimming as required.
- To organise meetings and other events.
- Other general administrative duties.
- To maintain the club noticeboard.
- To arrange transport, accommodation and other aspects of trips as required.
- To bring forward correspondence to the general committee.
- To contribute to the clubs general development.

NOTE:            Gala Secretary:                            By appointing supporting roles, the  
                     Minute Secretary:                        duties of the secretary would be less  
                     Assistant Secretary:                            onerous.