

Cheltenham Swimming & Water Polo Club



JOB TITLE: Hon Secretary

RESPONSIBLE TO: Club Chairperson

SKILLS REQUIRED:

- Well Organised
- Ability to communicate at all levels
- Administrative Skills

MAIN DUTIES

- 1) Call General Committee meetings on an agreed date.
- 2) To produce and agree with the Chairman an agenda prior to the committee meeting and circulate to all General Committee members.
- 3) To arrange and book a suitable venue.
- 4) To communicate to all members the time, date and venue of the Club's Annual General Meeting, giving notice as required by the rules of the club.
- 5) To act as a point of contact for all Clubs correspondence with outside bodies and members, and to advise the Club Chairman of any matter requiring urgent attention.
- 6) To ensure that the Club Insurance policy is annually renewed in line with the ASA Club Constitution.
- 7) Co- ordinate and make pool reservations for all disciplines.
- 8) Edit and publish the Club rules as passed by the Annual General meeting
- 9) To assist in the daily running of the Club in line with the ASA Club Constitution and all other legislation.
- 10) To follow and promote the ASA Child Protection policy.

Signatures: Hon secretary..... *JAMcCormick* Date: *1/9/2011*

Chairperson: *Teresa MP Middle* Date: *3/9/11*