

Document Date Update	12/06/2018	
Role		
Secretary		
Requirments of role		
To be the principal administrator for the Club, and ensuring the club and its members function effectively.		
Duties	Frequency	Deadline
Be the first point of contact for enquiries	Ongoing	Respond within 3 days
Maintain an up to date membership register and liaise with Scottish Swimming as required	Annual & ongoing	
Dealing with correspondence	Ongoing	Respond within 3 days
Organising and attending all committee meetings	Monthly	
Taking and distributing minutes to relevant parties	Monthly	
To liaise with Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships	Ongoing	
To ensure club has up to date policies, such as Child Protection, Discipline and Complaint etc.	Annual & ongoing	
Maintain the club notice board	Ongoing	
Ensure a central register of documents is kept	Ongoing	
Act as data controller for the Club	Annual & ongoing	
Notify members of any important updates related to the club	Ongoing	
Other general administrative duties	Ongoing	
Follow and promote the SASA Well Being and Protection policy	Ongoing	
Mandatory Qualifications and Training Required		
Safeguarding & Protecting Children Workshop (renewable every 3 years)	Organised through Scottish Swimming	
Be a member of Scottish swimming		
Role Specific Training - Non Mandatory		
Attend appropriate training		
Regulated work status		Notes
PVG required	Organised through WPO	
Self Declaration	Organised through WPO	
Code of Conduct Requirements		Required Y/N
Sign and adhere to the Club's Officials & Volunteer Code of Conduct	Y	
Notes - Skills and Attributes		
Good organisation and communication skills, Reliable & trustworthy, Approachable & friendly, Ability to delegate, Be aware of key agencies and partners, Maintain confidentiality, Be computer literate, Motivator & problem solver, Patient		
Nominated Short term Depute in case of Holiday Illness etc		
Membership Secretary		