



**OUR CLUB<sup>®</sup>**  
**EÎN CLWB**

# SECRETARY ROLE GUIDE

**AQUATICS FOR EVERYONE FOR LIFE**



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## Contents

Role of the Club Secretary.....	3
What you'll get out of it.....	3
A good Secretary should be.....	3
What you will do.....	4

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## Role of the Club Secretary

The Club Secretary provides a central point of contact for administration, information and communication. The Club Secretary initially deals with all correspondence and communications, and is key to the smooth running of a club. The Club Secretary also provides a link between members, potential members and external organisations, e.g. pool operators, local authorities and contractors. The club Secretary is ultimately responsible to the Chairperson.

### What you'll get out of it:

- Sense of self achievement, fulfilment and giving back
- A key role within your community
- Meeting lots of people from different backgrounds
- A chance to develop skills and use existing skills
- Potential career development / improved employability
- Potential of new training and qualifications
- A sense of working as a team to improve the clubs offer

### A good Secretary should be:

- Well organised and efficient
- Experienced in computer and administration skills
- Able to maintain confidentiality
- A good communicator, both verbal and written skills
- Good listening skills and the ability to keep information confidential
- A team person who contributes to maintain a well-run friendly club
- Accessible to members

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## What you will do:

- Be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required to ensure all appropriate administration is in place
  - Have knowledge of Data Protections and understand the club's responsibility for personal information
  - Display the club's annual insurance certificate
  - Make accessible club documents for members
  - Prepare and distribute the committee meeting agendas
  - Take the Minutes of all club committee meetings and distribute copies
  - Keep signed copies of all meeting minutes securely on file
  - Carry out or delegate all of the administrative duties; enabling the club to run smoothly
  - Ensure and see that all affiliation/registration documents are accurate and are paid on time (This responsibility may be undertaken by a Membership Secretary Officer)
- Have a good understanding of GDPR and Data Protection
- Ensure that all members know where to find information including roles and responsibilities, insurance details and officer's contact details etc.
  - Provide excellent customer service to all members
  - Organise and attend the club AGM and other club meetings
  - Liaise with other club committee members and officers
  - Display the club's insurance certificate and understand the club's responsibility for insurance notifications when appropriate
  - Have the willingness to devote the necessary time and effort to meeting preparation and contributing to discussions
  - Represent the club at external meetings
  - Attend relative learning opportunities
  - Complete a handover with successor

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