Secretary

The Secretary reports to the Executive Committee & all members. They would benefit from enthusiasm and a hard working ethos. They should be well organised, approachable with good communication and administrative skills. **The Secretary may involve the assistance of any of the Executive or committee to ensure best practice and efficiency is achieved.**

• First point of contact for new members

• Manage membership process for new members/issue forms/literature/collect membership fees

• Ensure an appropriate database is kept which records all relevant information for each member

• Advise the Welfare Officer/Coaches of any medical conditions as necessary

• Ensure all members are Swim England/Scotland/Wales registered

• Liaise with Swim England/Scotland/Wales

• Co-ordinate/manage annual GBDSC Membership/Swim England/Scotland/Wales renewal process

• Report the numbers of members to the Executive

• To follow and promote Swim England child protection policy

• To follow Swim England Data Protection Guidelines

(The above roles were formally Membership secretary role which can be shared if necessary)

• Responsible for the administration of the Club, that it’s business is conducted in accordance with Swim England laws, the Club’s constitution and all relevant British and European legislation

• Organise dates for meetings. Organise the room hire, preparation and circulation of an Agenda

• Ensure that notes are taken of each meeting and that minutes are taken for all decisions.

• Keep members informed of any key decisions made and matters discussed

• Ensure that the Club insurance(s) is/are up to date and provide adequate cover

• Arrange the AGM of the club and ensure that its conduct is in accordance with ASA Law and Club Constitution

• Collect resolutions from the AGM and ensure that these are posted

• Arrange any SGM which may be needed

• Receive all general correspondence to the Club and arrange for responses as required in consultation with the Chairperson and Treasurer

**To maintain copies of all club member’s qualifications**