



NEWTON ABBOT SWIMMING CLUB

JOB DESCRIPTION: GENERAL SECRETARY

JOB TITLE : SECRETARY

RESPONSIBLE TO COMMITTEE

SKILLS REQUIRED:

- Enthusiastic
- Well Organised
- Ability to communicate with people

MAIN DUTIES

1. Deal with all correspondence. Pass information on to the appropriate person as soon as possible to ensure that matters are dealt with promptly
2. Prepare detailed agenda for committee meetings and distribute to members in advance together with reports from sub-section secretaries, treasurer, coach, etc.
3. Minute secretary will ensure the minutes are distributed to all committee members, including those on the subsidiary officers list, Life Members and the president. This can be done mostly by Email.
4. Make sure all pool bookings are dealt with promptly: NALC booking forms twice a year. Competition secretary/sub committee will book pool for galas etc. Water polo section deal with their own bookings for Teignmouth Lido.
4. Ensure that sub section secretaries are doing their job correctly and nothing is forgotten. If any post is not filled at the A.G.M. ensure that the essential parts of that job are carried out until someone can be found to do the job.
5. Deal with any problems that arise, complaints, confusion, general enquiries within the club about swimming activities, whenever possible these should be passed to the appropriate sub-section Secretary.
6. Ensure all club activities are carried out according to A.S.A. Laws. Programmes & notices for all events must contain the words "under A.S.A. Laws". Most of this will be covered by the competition secretary/committee.
7. As soon as dates for the year ahead are fixed establish who the club wish to invite to the Presentation evening as diaries get booked and invitations need to go out early. Consider inviting the Devon County ASA President to do the Presentations or if the ASASW Region President or if the Newton Abbot Mayor is someone that we know well ask them. Life members should all be invited to the presentation evening.
9. Be one of the club's delegates to Devon County A.S.A. AGM
10. Ensure that newsletters are produced and circulated, and that fixture lists are produced and circulated as soon as most dates are known.
11. Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics
12. Follow and promote the ASA Child Protection policy

Time Commitment _____

Signatures: Secretary _____ Date _____

Chairperson _____ Date _____



Notes re responsibilities of Secretary (extract from ASA)

The Secretary is usually responsible for the day to day running of the Club and normally deals with correspondence, collects subscriptions, keeps a list of members and organises meetings but all this can be delegated to other people who may serve on the Committee.

Details of members may be kept on a computer but in retaining and using information (whether on computer or in manual records) the Secretary should have regard to the provisions of the Data Protection legislation. Further information may be obtained from the Data Protection Registrar. Springfield House, Water Lane, Wilmslow, Cheshire, SK9 5AX. Telephone 01625 545745.

The Secretary is also responsible for meeting any licensing requirements (e.g.: if the Club wishes to organise a prize draw raffle).

For Committee meetings the Secretary should prepare an agenda and send a copy together with any accompanying documents to each member of the Committee.

At the meeting the Secretary should take notes and subsequently prepare minutes.

It is recognised that certain business discussed in Committee Meetings may be prejudicial to the Club (or other persons) if made public (e.g. Contracts of Employment of Staff).

Minutes of Committee meetings may be kept private but **ALL DECISIONS MUST BE MINUTED.**

It is also recommended best practice for the Committee to issue periodic briefings to members of key decisions made and matters discussed.

The Secretary has a number of duties with regard to a general meeting.

1. Before the meeting the Secretary must collect any resolutions which are to be proposed together with nominations for the election of Officers.
2. He is responsible for giving notice of the meeting and preparing the agenda.
3. On a practical level the Secretary needs to make sure there is a room available for the meeting, which may involve hiring facilities.
4. The Secretary should appoint tellers whose job it is to count the votes where members vote on a show of hands.
5. Normally Club Committee Meetings are private to the Committee members and General Meetings private to the members of the Club entitled to attend and vote. It is however, at the discretion of the Chairman to allow non-club members to attend although they would normally not have the right to speak.
6. At the meeting the Secretary should ensure that the minutes of the last general meeting once approved by the membership are signed by the Chairman and then kept safely.
7. Certain of these functions may be delegated to a Minutes Secretary if the Club rules allow. Minutes of members meetings must be widely publicised to the membership



NASC

Additional checklist

OCTOBER:

New ASA and West handbooks are published each year. Copies should be ordered for the: coach, secretary, competition secretary and treasurer. Orders are usually requested at the Devon AGM in November.

NOVEMBER

Remind the committee that the following awards should be decided on before the AGM the Presentation evening

- a) Clubman of the Year (The Evans Trophy)
- b) Male and Female Swimmer of the Year
- c) Water Polo Player of the Year - always take the advice of the water polo fraternity, whether they be committee or not, if they are very involved with polo at the Lido their views should be taken into account, ask some of the senior players they all usually to come up with the same name.

New Life Members can be nominated but this is a very infrequent thing, and only awarded for special services to the club.

Any nomination should be accompanied with a CV in respect of services to the club and to swimming in general.

Nominations for Devon County posts have to be taken and they have to be with the County Secretary in writing by September 30th. Check handbook and nominate any club members who are on County committees after asking if they want to stand again

Alterations to rules should be discussed so that any proposals can be notified to the members in advance of the AGM. Ensure that A.G.M. notices are printed and distributed to all members 16 years and over and that they receive them at least 14 days before the event which must be held before the end of November.

Decide on Christmas and New Year closing, usually just Christmas and New Year weekends unless the pool is being closed for longer. Ensure a Notice is put on the notice board and swimmers/ parents are informed.

Fix dates and venues for next year for AGM & Presentation evening, book rooms.

FEBRUARY: Check Easter closing dates, notify all concerned

APRIL: Check May Bank holidays closing dates, notify all concerned.

JULY: Changes in annual subscriptions need to be decided so members can be notified in advance of 1st September.

AUGUST: Notify August bank holiday closing