



Swim England Cambridgeshire Secretary

Key attributes for this position include but are not limited to;

- **Good Interpersonal skills**
- **A basic aptitude in IT with use in Excel; Office and Outlook**
- **Effective Time Management skills**
- **Ability to coordinate projects and to work within time bound targets**

Summary of key note responsibilities for this role.

The role of the secretary is to ensure the smooth running of club administrative requirements. It is the person that initially deals with all communication and correspondence for the Association.

General Duties include but are not limited to:

- Deal with the day to day running of the county including all correspondence
- To process and deliver appropriate forms and information to and from other partners and providers
- Call executive committee meetings and AGM, prepare agenda, take minutes and provide officers with copies in a timely manner
- Liaise with the events coordinator to ensure that pools are booked for all events hosted by the county
- Book venues for executive Meetings and AGM
- To maintain an up to date record of all club secretaries and executive committee members including contact details
- Act as the main point of contact for the county
- Ensure that the executive and its officers adhere to the laws of the ASA and the counties constitution
- To take minutes at the executive meetings and AGM, recording accurately any decisions made
- Ensure that the executive committee is aware of any Regional or National initiative that might benefit the county