



CLUB SECRETARY

The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Secretary is also responsible for ensuring that all pertinent matters are recorded between board/committee members, sub-committees, community and governing body stakeholders, and paying members.

TERM SPECIFICS

The Club Secretary serves for one year.

Expected hours per month: 16-20 (This is a calculated average.)

ESSENTIAL SKILLS & REQUIREMENTS

To successfully undertake the role of Secretary, it requires the person to:

- Act in the best interest of the members at all times
- Be diligent and detailed
- Multitask and manage conversations and details from various inputs
- Have a good working knowledge of the club's constitution, rules and by-laws, and the duties of all board/committee members and subcommittees
- Attend all Board meetings
- Undertake the role in good faith and honesty
- Be a registered non-athlete member of USA Swimming
- Complete Athlete Protection Training
- Complete a background check through USA Swimming

Governance Duties

- Lodge on behalf of the club all reports and notices as required by any governing body
- Maintain the club's membership database as necessary
- Maintain the club's documents ensuring all required documentation are up to date, signed (if required), and stored in a manner that they are easy to find and use
- Along with the President, ensure that all club positions, roles, and subcommittees have regularly reviewed position descriptions or terms of references, and all club activities are documented in operations manuals, policies and procedures



Governance Duties Continued

- Implementing management procedures that sit outside of the club by-laws on when and how information should be disseminated and received as it pertains to the board, committee and the members (i.e. competition entries)
- Co-ordinate the induction training for the incoming committee, subcommittees, coaches, and Volunteers
- Conduct full handover activities for incoming Secretary. And make themselves available for support and mentoring while the incoming Secretary navigates their way through the first few months of their term.

Meeting Duties

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at least 4 days before each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people
- Prepare and circulate the notice convening the four parents meetings, ensuring all members are invited, according to the club bylaws
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the club constitution are met
- Maintain the minutes of the club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting.



Communication Duties

- Work with the Aquatics Director and Head Coach to coordinate the club's communication strategy, including its website, email newsletters, and social media. Support all media, promotion, marketing, and sponsorship activities
- Along with the Aquatics Director, be the club's key point of contact for any stakeholders including local communities/governments, local associations, and governing sports bodies
- Provide an open communication link between the Committee, sub-committees, members, and other clubs and leagues
- Ensure all correspondence is distributed and dealt with at meetings
- Ensure all communications for all matters of importance from the sports body/region/state to the Committee and club members, is being done by the Aquatics Director.