



Job Description

Secretary

Arranges regular Committee meetings and takes minutes. Compiles minutes and retains copies together with related correspondence.

Arranges Annual General Meeting in January. Includes arranging venue, sending out appropriate notification, publishing agenda and taking minutes.

Maintains details of staff (teachers, coach and lifeguards) qualifications. Includes retaining copies of certificates.

Handles all CRB checks. Retains copies of related ASA correspondence. Also Register of Coaches and Helper details. Ensures that details held by ASA database are up to date. (This is done in conjunction with the Welfare officer)

Maintains file of written complaints. In accordance with agreed procedures all complaints are logged and formerly responded to. Copies of all correspondence is retained.

Retains contracts and copies of correspondence with all pools. Liaising with the pool management as required.

Retain copy correspondence with Essex Swimming League

Retain Copy Correspondence with East London Mini League

Handles general correspondence and enquiries to the website. Ensures all gala information is passed to coach and gala secretary and other useful information is passed on to appropriate personnel.

Holds swimmer Asthma listing

Updates Dagenham Swimming Club handbook and ensures posted to website

Ensures detail on website is correct and politically correct.

Reviews and acts upon correspondence from ASA

Reviews and acts upon correspondence from Essex County ASA. This could include replying on behalf of the club or disseminating to appropriate people within club

Reviews and acts upon correspondence from ASA London Region. This could include replying on behalf of the club or disseminating to appropriate people within club



Job Description

Retains file of Child Protection/ Child Welfare guidelines and procedures

Maintaining Camera/video log book and related papers. Ensure all forms are retained and logged.

Holding an up to date copy of the Club Constitution. Ensure it is posted on the website. Updating as required - with mandating at AGM as necessary.

Retains copies of District and Southern County and ASA handbooks.

Maintains good links with representatives from other clubs in the borough. Passing and receiving information which could benefit all. Attend meetings and report back to club personnel.

Maintains links with personnel within the council. Act as focal point for club in 'Club Development Forums'. Ensure details in Borough Sports Directory are updated annually.

Retains copy of Equipment inventory

Retain copies of all ASA Insurance documents

Hold copies of British Swimming Strategic Plan 2005 – 2009, The swimmer Pathway (Long Term Athlete Development).

Signed		Date.....	
Chairman		Date.....	