

## Job Description

### Job title: Club Secretary

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- 1) Responsible for the day-to-day running of the club ie club insurances, club asset log etc. Working with the Chairperson, Welfare Officer and Treasurer to address any day-to-day issues that cannot wait until an Executive Committee meeting.
- 2) Deal with club correspondence from external companies, authorities and County / Regional and/or National ASA.
- 3) Oversee and work with the Membership Secretary and Registration Secretary to ensure all Membership details are recorded correctly.
- 4) Organise meetings such as the Executive Committee (3<sup>rd</sup> Tuesday each month – excluding August) and Management Committee meetings as required.
- 5) Ensure compliance to any licensing requirements. (e.g. for prize draw raffles)
- 6) For Executive Committee meetings the Club Secretary should prepare an agenda and send a copy together with any accompanying documents to each member of the Executive Committee.
- 7) At the meeting the Club Secretary should take notes and subsequently prepare and circulate minutes to the Executive Committee in a timely manor.
- 8) Responsible for advertising / giving notice of the Clubs AGM and circulating all relevant documentation in accordance with the club constitution.
- 9) Be a member of the Admin System admin team to ensure activities within this area meet Data Protection requirements plus ASA Code of Ethics.
- 10) Lead the clubs Feedback Procedure and ensure feedback is treated in a confidential and unbiased way. Call up on others within the club to assist depending on the nature of the feedback / enquiry.

### Requirements:

The ideal applicant will have good organisational skills, knowledge of computer systems. A pleasant, friendly manner and the ability to treat membership issues in strictest confidence are essential.

### Reporting to:

The Swindon Dolphin Executive Committee.

### Appointed by:

Nominated by the Swindon Dolphin Membership at the clubs AGM as per the Swindon Dolphin Constitution.