

## Job Description

### Job title: Masters Secretary

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1. To provide monthly (or as requested) reports to the Executive covering any Masters activities the club is involved in.
2. Liaise with the Membership Secretary and Registration Secretary to ensure all Masters members are correctly recorded and registered as club members and also correctly registered with the ASA.
3. Liaise with the Treasurer with regards to expenses incurred by any Masters activities within the club (ie League Registration fees, County Masters Championships etc).
4. To promote Masters activities within the club and also promote club activities within the Masters section.
5. Liaise with the Trophy Secretary regarding to any trophies the Masters section win and if these need to be placed in the clubs trophy cabinet.
6. Help promote Swindon Dolphin Masters team and activities outside of the club.
7. To follow and promote the ASA Child Protection Policy.
8. Organise all fixtures Swindon Dolphin Masters participate in ie County Championships.

### Requirements:

The ideal applicant will have good organisational skills with a good knowledge of Masters swimming.

### 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.