

## Job Description

### Job title: Open Water Secretary

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1. To provide monthly (or as requested) reports to the Executive covering any Open Water activities the club is involved in.
2. Liaise with the Membership Secretary and Registration Secretary to ensure all Open Water 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 Open Water activities within the club.
4. To promote Open Water activities within the club and also promote club activities within the Open Water section.
5. Liaise with the Trophy Secretary regarding any trophies the Open Water section win and if these need to be placed in the clubs trophy cabinet.
6. Help promote Swindon Dolphin Open Water team and activities outside of the club.
7. To follow and promote the ASA Child Protection Policy.
8. Organise all fixtures Swindon Dolphin Open Water swimmers participate in.

### Requirements:

The ideal applicant will have good organisational skills with a good knowledge of Open Water.

### Reporting to:

The Swindon Dolphin Executive Committee.

### Appointed by:

Nominated by the Swindon Dolphin Executive Committee as per the clubs Constitution.