The Club Secretary will be the chief administration officer at the swimming club and will be the link between members, prospective members, the committee and also external organisations.

**Responsibilities**

* Responsible for ensuring that club documentation exists and is maintained to comply with any legal requirements
* Ensure any club and committee minutes and data are recorded and maintained.
* Manage all employee and volunteers’ documentation and any qualifications or mandatory police checks are kept valid in accordance with the relevant body’s recommendations.
* Prepare Committee meeting agenda’s and record the subsequent minutes ensuring distribution and necessary sign off.
* Be the designated point of contact to receive communication from members, prospective members and any other parties regarding club matters.
* Manage club correspondence and communication with members, State Associations and National Sporting Organisations.
* Ensure the club meets and follows its own and the State/NSO constitution and bylaws.

**Attributes**

* An excellent communicator
* Be competent with Microsoft Office Software and any other required software e.g. Meet Manager, ClubLane.
* Can maintain confidentiality on relevant matters
* Be an organised and efficient worker
* Have a strong understanding of the club and sport’s rules, constitution and bylaws.