

The Club Secretary provides a central point of contact for administration, information and communication. It is the Club Secretary who initially deals with all correspondence and communications, and is key to the smooth running of a club. The Club Secretary also provides a link between members, potential members and external organisations, e.g. pool operators, local authorities and the ASA Regions. The Club Secretary should report to the Club Chairperson.

DUTIES OF THE CLUB SECRETARY

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications.
- To deal with the day-to-day running of the club including all internal and external correspondence.
- To process and deliver appropriate correspondence and information to and from county, regional and national ASA levels.
- To organise committee meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate.
- To liaise with other club committee members to ensure all appropriate administration is in place.
- To have a knowledge and understanding of the roles and responsibilities of other club committee members.
- To maintain up-to-date contact details of all members, committee members, other key club personnel and ASA secretaries at national, regional and county levels.

SKILLS AND QUALITIES REQUIRED

- Enthusiastic with a good knowledge of the club and people within it.
- Be an excellent communicator with good verbal, written and IT skills.
- Have good administration skills, including word-processing and minute-taking.
- Have excellent organisational skills.
- Have the ability to maintain confidentiality.
- Have the ability to work in partnership with others, both inside and outside the club.
- Have the confidence to represent the club at external meetings. Level of commitment required. This will vary from club to club, but will include ongoing weekly responsibilities, particularly in dealing with correspondence.

LEVEL OF COMMITMENT REQUIRED

This will vary from club to club, but will include ongoing weekly responsibilities, particularly in dealing with correspondence.

TERM OF OFFICE

This will vary according to club constitutions and club election processes. Some clubs have rules stipulating that a new Club Secretary should be appointed each year, or impose a limit to the number of times a person can be re-elected to prevent one person remaining in post for too long.