



VOLUNTEER SECRETARY 2026

MAIN DUTIES

- Ensure the administration of the club runs smoothly
- Organize committee meetings, prepare the agenda, take and distribute minutes
- Be the main point of contact for club members and parents/care givers.
- Email club members and the Committee as appropriate
- Work in partnership with our current Volunteers: Chairman, Treasurer, Welfare Officer, Parent Liaison, committee and teachers.
- Organize the A.G.M. prepare voting slips for new committee members as dictated by the club rules, circulate the annual accounts prior to the meeting
- Deal with incoming mail from the Swim England and the RLSS etc.
- Support the management of The Online Club Management tool, Facebook, Website and What's app groups.
- Undertake any other duties the committee may request (if time allows)

SKILLS AND QUALITIES

- Good organizational skills
- Friendly approachable manner
- Sound knowledge of the club (desirable)
- Excellent computer skills

COMMITMENT

- 2 - 4 hours a week, including attending club night (when available)
- 2 hours committee meeting every 6 to 8 weeks

April 2026