



Nottingham Northern Swimming Club
Beechdale Swimming Centre
Beechdale Road
Bilborough
Nottingham
NG8 3LL
www.northernsc.co.uk

JOB DESCRIPTION CLUB SECRETARY

Responsible to:

Nottingham Northern Swimming Club Management Committee

Skills required:

Well organised
It skills

Main duties:

Attend management committee meetings and take minutes
Distribute relevant material e.g. agenda and minutes
Arrange suitable date and venue for meetings
Provide a contact point for ASA and other organisations and distribute information when relevant from these organisations

Provide a report at meetings and Annual General Meetings

Keep any club documents

Signatures:

Officer..... Date.....

Chairperson.....Date.....