

Roles & Responsibilities

Skills Required

- Organised
- Respects confidentiality
- Attention to detail
- Good IT skills
- Remain impartial
- Excellent communication skills
- Good planning skills
- Good time management

Commitment

- The time commitment can vary depending on the size of the club.
- It is recommended as good practice that the Club Secretary needs to be available and accessible on a daily basis.
- It is recommended that prior to taking up the role of Secretary experience is gained on the committee.

Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Being the first point of contact for club inquiries
- Receiving correspondence and taking suitable and timely action (i.e. forwarding to appropriate person or responding within 48 hours)
- Organising and attending key meetings (including Annual General Meetings)
- Taking and distributing minutes of meetings and points of note
- Dealing with all correspondence to and from the committee
- Maintaining up to date club records and reference files
- Arranging and completing handover or succession planning for the position

Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to make your club a success
- Experience working with and managing other volunteers is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

Requirements

Mandatory – General (U18) Clubs

- Safeguarding 1 workshop (Ireland)/ Safeguarding Children & Young People in Sport (NI)
- Garda Vetting/ Access NI
- Swim Ireland Club Membership
- Signed Code of Conduct

Recommended – All Clubs

- Managing people, situations and conflict workshop
- Club development days and live webinars
- Online modules - Effective Committees and Effective Meetings
- Video Tutorials - Swim Ireland Membership Database (Sept 2020)

