

Edmonton Phoenix Swimming Club

Role Description – Club Secretary

RESPONSIBLE TO: Club Committee

MAIN DUTIES

1. Follow and promote the ASA Child Protection policy.
2. Call monthly Club Committee meetings on an agreed date at a suitable venue.
3. Inform Committee members of arrangements.
4. Prepare agenda and minutes of meetings.
5. Ensure decisions of Committees are posted on the club website.
6. Liaise with Swim 21 Co-ordinator.
7. Produce quarterly newsletters.
8. Arrange AGM at end of June and inform all Members of arrangements.
9. Assist with the Swim 21 coordinator regarding the stages of the Swim 21 process.

Signatures:

Officer *Jackie Cunstall* Date 18/08/2007

Chairperson *Frank Browne* Date 18/08/2007