



MEET SECRETARY Role Descriptor

PURPOSE

To manage the Club's competition programme in conjunction with the Head Coach, and ensure that the Club entries for meets are submitted on time.

MAIN FUNCTIONS AND DUTIES

- Liaise with Head Coach to ensure preliminary meet entry reports are created for consideration by parents
- Make sure that all eligible swimmers are included in a competition entry
- Email parents requesting withdrawals by a specified deadline
- Liaise with the Head Coach to check and submit entries to all meets on the Club's Competition Calendar
- Submit entries on time together with payment of fees
- Submit entries and pay entry fees when requested
- Advise parents of confirmed swims, and request entry fees due for competitions
- Balance Competition Account to ensure all meet fees are paid
- Attend Committee Meetings and advise of meet fee costs

SKILLS / ATTRIBUTES

- Well organised and efficient
- Confident and effective communicator
- Good administration skills
- Sound knowledge of the Club and competition structure
- Financial skills a benefit

TIME COMMITMENT

Time commitment can vary dependent and will be discussed upon appointment.