**Terms of Reference for Club Secretary**

The Club Secretary shall be the principal administrator, ensuring the Club and its

members function effectively

Main functions are:

* Be the first point of contact for enquiries
* Affiliate the Club to the District and Scottish Swimming
* Maintain an up to date membership register and liaise with Scottish Swimming as required
* Dealing with correspondence
* Organising and attending all committee meetings
* Taking and distributing minutes to relevant parties
* To liaise with Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships
* To ensure club has up to date policies, such as Child Protection, Discipline and Complaint etc.
* Maintain the Club notice board
* Other general administrative duties as required in support of the Committee

The Secretary shall normally remain in post for two years.