



Surf Life Saving Great Britain Role Description - Club Secretary

Purpose: To be the principal administrator of the club. The Secretary carries out or delegates all of the administrative duties that enable the club and its members to function effectively.

Main Responsibilities:

- Being the first point of contact for all enquiries
- Attending meetings to represent the club
- Affiliating the club to the SLSGB
- Registering competitors
- Dealing with correspondence
- Organising and booking competition venues
- Organising the club's Annual General Meeting (AGM)
- Organising and attending all committee meetings
- Taking and distributing minutes
- Ensuring action points from meetings have been carried out
- Supporting the club with funding applications
- Collecting and analysing information from the members

Key Skills:

- Be a strategic thinker and be able to plan ahead
- Be methodical and reliable
- Be able to delegate
- Ensure that tasks you have delegated have been actioned
- Be impartial and tactful
- Be alert to constitutional and legal requirements

Behaviours:

- Effective communicator and planner
- Good listener
- Be interested in people
- Be a good decision maker

