

## **JOB DESCRIPTION: MASTERS SECRETARY**

**JOB TITLE:** Masters Secretary

**RESPONSIBLE TO:** General Committee

**SKILLS REQUIRED:**

- 1 Ability to motivate swimmers.
- 2 Communicate effectively.
- 3 Have appropriate level of knowledge & experience

**MAIN DUTIES**

- 1) Organise any meetings for Masters.
- 2) Liaise with Head Coach & General secretary.
- 3) Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.
- 4) Make swimmers aware of any changes.
- 5) Abide by and promote all club policies.
- 6) Be aware of injury reporting procedures.
- 7) Attend any sub- management committee meetings.
- 8) To follow and promote the ASA Child Protection & Code of Ethics policy

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_