

## **JOB DESCRIPTION: SYNCHRO SECRETARY**

**JOB TITLE:** Synchronised Swimming Secretary

**ACCOUNTABLE TO:** General Committee

**SKILLS REQUIRED:**

1. Approachable & friendly.
2. Good organiser
3. Relevant Coaching & Life Saving Qualifications.
4. Knowledge of ASA/ Club rules.

**MAIN DUTIES**

1. Organise competition & training.
2. Attend any sub-committee meetings.
3. Liaise with general, competition & website secretaries regarding training dates & competitions.
4. Liaise with general committee on section finances.
5. Keep up-to-date with education & coaching methods.
6. To follow & Promote the ASA Child Protection & Code of Ethics policies.
7. Produce bi-monthly reports for general committee.
8. Following AGM form a sub committee of oneself plus two club members & arrange a minimum of three meetings per year.

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

Chairman \_\_\_\_\_ Date: \_\_\_\_\_