

## **JOB DESCRIPTION: WEBSITE SECRETARY**

**JOB TITLE:** WEBSITE SECRETARY

**ACCOUNTABLE TO:** GENERAL COMMITTEE

### **SKILLS REQUIRED:**

- 1 Ability to communicate
- 2 Show an appropriate level of technical knowledge
- 3 Knowledge of club structure & rules

### **MAIN DUTIES**

- 1) Develop and update with the help of the coach the main information.
- 2) Follow any ASA legal guidelines or recommendations.
- 3) Liaise with all secretaries & attend sub committee meetings.
- 4) Communicate with swimmers & parents.
- 5) Send, receive, pass on & reply to club email.
- 6) Keep links to related swimming sites.
- 7) To follow & Promote the ASA Child Protection & Code of Ethics policies

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

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