

# Deepings Swimming Club



## **JOB DESCRIPTION: MINUTES SECRETARY**

**JOB TITLE:** Minutes Secretary

**RESPONSIBLE TO:** DSC Committee

**SKILLS REQUIRED:**

- Well organised and accurate
- Communication Skills
- Administration Skills
- Good listener

**MAIN DUTIES**

- 1) Responsible for the taking and recording of minutes of Deepings Swimming Club Committee Meetings, AGM and any other meetings requiring records.
- 2) Issue draft minutes to appropriate attendees for review.
- 3) Issue reviewed minutes to all attendees.
- 4) To follow and promote the ASA Child Protection policy and ASA Code of Ethics.
- 5) To assist other Committee members as required and recorded in the Committee Meetings and/or Action Plan.

**Time Commitment:** \_\_\_\_\_

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

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