

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: _____