

The role of the Club Administrator

The Secretary is the principal administrator for the club. This is a pivotal role in which the secretary carries out or delegates all of the administrative duties that enables the club and its members to function effectively.

Responsible to: Chairman	Responsible for: club internal and external communication
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Main Duties	Skills Required
<ul style="list-style-type: none"> • Being the first point of contact for all enquiries • Organising the Annual General and other meetings • Taking and distributing minutes of meetings • Keeping Records • Liaising with members, post holders and external agencies 	<ul style="list-style-type: none"> • Confident and Effective communicator • Great organisation/IT skills • Ability to delegate duties • An understanding of the Forward Plan • An understanding of the governance/standing orders • Ability and knowledge to act as spokes person for your organisation • Ability to be unbiased and impartial

Qualities of a good Secretary

- You are the nerve-centre of the Club administration, not merely a typist and writer of agenda and minutes
- You will need to be a mine of information about the work of all aspects of the club, you should know what all the Club Officers are doing, to ensure that the Club and it's members are united in their work
- You are the Principal Club administrator, and is vital to the successful management of the Club
- Provides the link between the members, the Executive committee and outside agencies, ie. Local Authorities, training facilities, the Media, RLSS UK Branches, the Region, and RLSS UK Head Office
- You will have to do some regular duties, however, if these tasks were not undertaken properly, many Clubs would cease to function, it is therefore highly important to be extremely well organised and methodical in your work
- Takes minutes of meetings which should be objective, accurate, clear and concise
- Sets the agenda for meetings and ensures important issues are placed high on the agenda
- Deals with incoming and outgoing correspondence promptly

Qualities

A good Honorary Secretary will need to:

- Have plenty of energy
- Be keen and enthusiastic about Lifesaving
- Be interested in people
- Be able to delegate tasks
- Be methodical, reliable, well organised and conscientious
- Be able to communicate effectively
- Be able to maintain confidentiality
- Be able to lead and supervise others
- Be able to react to opportunities, and