

## Water Polo Secretary



### Role

To ensure the smooth running of water polo administrative requirements

### Skills

- Administration skills desirable
- Good working knowledge of Microsoft word and minute taking desirable
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the club

### Main Duties

- Deal with the day to day running of the water polo section of the club including all correspondence;
- To process and deliver appropriate forms and information to and from county, regional and national ASA departments;
- Call sub- committee meetings, prepare agenda, take minutes and provide officers with copies;
- Liaise with the fixtures secretary to ensure that pools are booked for all training sessions as well as all matches hosted by the club;
- Act as the main point of contact for the water polo section of the club for the county, regional and national ASA;
- To liaise with the webmaster to ensure information is kept up to date on the website.

### Commitment

It is vital for the club and county that you undertake your duties for the year, with the hope that the post holder will retain the role for a longer period or help to find a replacement.

### Further Development/Support

- The ASA publish a guide for club secretaries which is available by clicking here - <http://www.swimming.org/asa/clubs-and-members/good-club-guides/>

### Useful Websites

See [www.bridportwaterpolo.org.uk](http://www.bridportwaterpolo.org.uk) links pages

### Note:

This guide has been put together to try to cover most roles. If there are updates, please amend and then send a copy to the water polo workforce co-ordinator.