



North District Secretary

Purpose

To support the North District to run effectively and efficiently, performing the functions required of it and to act in accordance with its Governance by acting as the be the principal administrator for the North District Executive.

Person Specification

- Be or become a member of SASA
- Good communication skills (verbal & written)
- Experience / knowledge of reporting methods
- Good organisational skills

The following can be acquired after taking post:

- Understanding of Scottish Swimming, North District and club structures
- Understanding of applicable Codes of Conduct, Confidentiality Statements, Wellbeing and Protection Policies and adhere to these
- Understanding of the Constitution, Governance and Regulations of Scottish Swimming, and the North District
- Understanding of education systems used by Scottish Swimming
- Understanding of the benefits of Continuing Professional Development, (CPD) and Licensing

Main Duties

- Work with the District Executive, Convenors and Committees for the benefit of North District Clubs and their members
- Attend North District Meetings, General Meetings, Management Meetings and Executive Meetings
- Prepare a report for Delegates Meetings, AGM and any Extraordinary Meetings
- Take (where no minute secretary available) and distribute minutes to relevant parties, where practicable in the timeline laid down in the District Governance
- Maintain a list of contacts for Clubs, Delegates and Life Members of the North District
- Share agenda and papers for agenda items for North District Meetings
- Work with the Treasurer to manage the affiliation process for North District clubs
- Receive correspondence relating to District business and deal with as appropriate
- Distribute necessary information to Clubs, Delegates and Life Members of the North District
- Book venues for District Meetings
- Prepare and promulgate North District handbook annually
- Respond to questions and enquiries from Clubs and individuals either personally or by referring them as appropriate.
- Act ex-officio on North District Committees

Training & Support

- Support from North District Executive