

RUGBY SWIMMING CLUB



CLUB SECRETARY VACANCY

VOLUNTEER REQUIRED

WHAT DO YOU NEED TO DO?

Act as main point of contact for the club

Deal with club correspondence

Organise committee meetings and AGMs

Prepare agenda and take minutes of all committee meetings

General administration tasks

WHAT SKILLS DO YOU NEED?

Great communication skills

IT skills

Have the ability to maintain confidentiality

Confidence to represent the Club at external meetings

If you are interested in volunteering for the Club then please speak with Simon Rigg or contact him via email: chairman@rugbyswimmingclub.co.uk