

County Secretary Role Description

Responsible to:	Swim England Essex Management Committee
Appointed by:	The Annual General Meeting
Term of Office:	One Year
Status:	Voluntary Post

The Role

The County Secretary provides the central point of administration, information and communication for Swim England Essex. In conjunction with the Chairperson, the Secretary is also a link between clubs, parents, potential members and external organisations such as local authorities, Swim England, Swim England London and SEER.

The Secretary is an Executive Officer and works in partnership with the Chairperson and Treasurer to be responsible for leadership of the County to ensure that Swim England Essex works efficiently and in the best interests of Essex clubs and their members.

The duties of the Secretary shall include but not be limited to the tasks listed below. Where the Secretary and management committee agree, the responsibilities may be shared by others within the management committee, although overall accountability shall rest with the Secretary.

Duties

- To ensure that the Executive, its officers, section managers and others acting on its behalf act in accordance with Swim England Laws, the Swim England Essex Constitution and the policies adopted by the Executive
- To report to the Chairperson any potential breach in Swim England Laws, the Constitution and policies
- To manage the day to day running of the County including dealing with all correspondence
- To act as the main point of contact for the County
- To liaise with other officers and section managers to ensure that, in making decisions, the Executive has adequate, unbiased and appropriate information
- Where appropriate, represent the County at meetings
- To have a knowledge and understanding of roles and responsibilities of other Executive posts. Provide support, advice and guidance to post holders where appropriate
- Ensure appropriate provision and allocation of technical swimming officials for all County competitions working in collaboration with the County Swimming Committee
- Liaise with the SEER Regional Licensing Manager regarding any matters relating to officials at County-licensed meets, ensuring full compliance with licensing requirements.
- Coordinate the submission and processing of swimming officials' expense claims with the Treasurer, ensuring timely and accurate reimbursement.
- To organise the AGM, meetings of the Management Committee and other groups, including the preparation and circulation of agendas, minutes and reports as required by the Constitution
- Be responsible for the Essex County Zoom Account

- To maintain up to date contact details of all management committee and club secretaries to ensure the effective distribution of agendas and other communications
- Organise for the Membership return to be sent to Swim England in January
- Ensure the insurance documents sent by Swim England to the County (March/April) are forwarded to the Events Manager, Other committee members that book venues, and the Treasurer
- In conjunction with the management committee, agree and decide the Essex County Fees for each member for the coming year
- Attend the London and East Region ACMs or find a substitute
- Adhere to and promote Swim England's Child Protection and safeguarding Policies
- Adhere to and promote SE Essex Constitution

Person specification

ESSENTIAL	DESIRABLE
Be a member of a Swim England Essex club	Experience of working with volunteers
Excellent organisational skills, able to manage multiple tasks and prioritise efficiently	Reliable and dependable.
Strong time management. Be able to meet deadlines consistently and ensure meeting and actions are scheduled and followed up promptly	An understanding of sports development and the competition structure
Strong leadership skills and ability to motivate members of the County to form an effective and cohesive team	An understanding of Swim England governance and policies
Previous experience as a member of a committee or board of a voluntary organisation	
Experience of establishing and working to strategic plans and objectives	
Approachable and a good listener, able to communicate effectively and confidently but with confidentiality and discretion	
Availability and willingness to attend meetings and deal with issues as and when required.	

Commitment

Attend SE Essex County Committee meetings – currently 8 times a year
Attend SE Essex County AGM – Annually in December
Attend Swim England East Region County forums
Attend Swim England London Region County forums
Plus others

