



CHEAM MARCUDA SWIMMING CLUB



“JOB” DESCRIPTION FOR CLUB SECRETARY

1. Arrange all committee meetings, AGM and EGMs.
2. Present a report at committee meetings and the AGM.
3. Deal with all necessary Club correspondences as requested by the Committee.
4. Abide by all policies and codes as required by the Club.
5. Follow and promote the ASA Child Protection policy.