



## Role Specification: General Secretary

- Responsible to:** KCASA Management Committee
- Main purpose:** To be the main point of contact with the Regions and ASA and other outside bodies, affiliated clubs and other organisations and their members. To ensure the smooth-running of the KCASA administration as a whole and especially in relation to mandatory aspects such as the organisation of the Annual Council Meeting (ACM)
- Skills required:**
- well-organised with excellent administrative skills
  - able to work to deadlines
  - computer literate
  - work well as part of a team
  - a knowledge and understanding of National Governing Body rules and regulations in relation to good governance within clubs
  - a knowledge of the rules and regulations associated with the aquatic disciplines
- Time commitment:**
- as a KCASA Council member, prepare for and attend the Annual Council Meeting (2-3 hours)
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- Key tasks:**
1. To maintain effective communication channels with various bodies such as the Regions, the ASA, affiliated clubs and their members, maintaining up-to-date contact information
  2. To deal with administrative and other matters, delegating them as appropriate
  3. To ensure that the Handbook is produced each year with up-to-date information
  4. To arrange KCASA Management Committee meetings and take minutes
  5. To arrange KCASA Annual Council meetings and take minutes
  6. To promote Swim 21 accreditation
  7. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
  8. To adhere to and promote KCASA rules, regulations and other policy statements
  9. To undertake any other tasks appropriate to this level of responsibility





**Detailed tasks:**

**January:**

1. Prepare and send Agenda for Management Committee to arrive at least 14 days before the meeting with copies of minutes of the Management Committee meetings held since the last meeting before the AGM, together with any Sub-Committee Minutes awaiting approval. Copies of minutes go to all discipline Managers/Co-ordinators, Past Presidents and Hon. Life Members once approved.
2. Prepare labels for Handbooks indicating number ordered.
3. Finish Handbook preparation and send/take to printers. Ask for delivery before a relevant Championship gala date so that as much distribution can be done there to save expenditure.

**February:**

1. Distribute Handbook using Championship Galas wherever possible
2. Fix venue for AGM in area of incoming President
3. Ask local dignitary to attend AGM (Chairman of local Council, Mayor etc)
4. If there is a Management Committee during the month send Agenda for Management Committee to arrive at least 14 days before the meeting with copies of minutes of the last Management Committee meeting and any Sub-Committee minutes for approval. Copies of Committee Minutes and Sub-Committee meeting minutes go to all discipline Managers/Co-ordinators, Past Presidents and Hon Life Members once approved.
5. Remind Clubs concerning payment of affiliation fees on the website, by twitter and email.

**March:**

1. If there is a Management Committee during the month send Agenda for Management Committee to arrive at least 14 days before the meeting with copies of minutes of the last Management Committee meeting and any Sub-Committee minutes for approval. Copies of Committee Minutes and Sub-Committee meeting minutes go to all discipline Managers/Co-ordinators, Past Presidents and Hon Life Members once approved.
2. Check with ASA for names of any Clubs in the County who have not paid their affiliation fees. Ask London and Rural Secretaries to remind as appropriate
3. Obtain from the ASA new Insurance Certificate and distribute copies to Managers

**April:**

1. If there is a Management Committee during the month send Agenda for Management Committee to arrive at least 14 days before the meeting with copies of minutes of the last Management Committee meeting and any Sub-Committee minutes for approval. Copies of Committee Minutes and Sub-Committee meeting minutes go to all discipline Managers/Co-ordinators, Past Presidents and Hon Life Members once approved.
2. Remind Clubs to send in their citations for the Edward G Maples trophy.

**May:**

1. If there is a Management Committee during the month send Agenda for Management Committee to arrive at least 14 days before the meeting with copies of minutes of the last Management Committee meeting and any Sub-Committee minutes for approval. Copies of Committee Minutes and Sub-Committee meeting minutes go to all discipline Managers/Co-ordinators, Past Presidents and Hon Life Members once approved.
2. Write to Secretaries of Clubs who have won swimming points trophies (including runners up) to formally advise them and invite to AGM. Send copies to the Trophies Co-ordinator.

**June:**

1. If there is a Management Committee during the month send Agenda for Management Committee to arrive at least 14 days before the meeting with copies of minutes of the last Management Committee meeting and any Sub-Committee minutes for approval. Copies of Committee Minutes and Sub-Committee meeting minutes go to all discipline Managers/Co-ordinators, Past Presidents and Hon Life Members once approved.
2. Include updated citations for Edward G Maples trophy and ensure this item is on the Agenda for discussion.
3. Make bookings for Management Committee Meeting venues for the next year.

**July:**

1. If there is a Management Committee during the month send Agenda for Management Committee to arrive at least 14 days before the meeting with copies of minutes of the last Management Committee meeting and any Sub-Committee minutes for approval. Copies of Committee Minutes and Sub-Committee meeting minutes go to all discipline Managers/Co-ordinators, Past Presidents and Hon Life Members once approved.
2. Ensure 'Approval of Budgets' is an Agenda item.





3. Write to winner of Keighley Mayes Trophy with copy to Club and Trophies Coordinator after Management approval.
4. Ensure that all on the Management Committee who wish to stand for re-election have nomination papers for the following year.
5. Remind all Discipline Managers of the need to volunteer to be appointed for another year. Also notify all clubs and advertise on the website, etc to see who might also like to volunteer.

**August:**

1. If there is a Management Committee during the month send Agenda for Management Committee to arrive at least 14 days before the meeting with copies of minutes of the last Management Committee meeting and any Sub-Committee minutes for approval. Copies of Committee Minutes and Sub-Committee meeting minutes go to all discipline Managers/Co-ordinators, Past Presidents and Hon Life Members once approved.
2. Remind all discipline secretaries and others to prepare reports for inclusion in Annual Report for receipt by 15 September at the latest.

**September:**

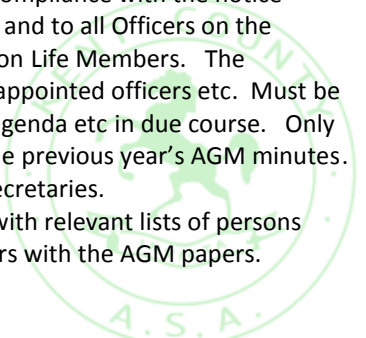
1. If there is a Management Committee during the month send Agenda for Management Committee to arrive at least 14 days before the meeting with copies of minutes of the last Management Committee meeting and any Sub-Committee minutes for approval. Copies of Committee Minutes and Sub-Committee meeting minutes go to all discipline Managers/Co-ordinators, Past Presidents and Hon Life Members once approved.
2. Ask Regional Administrators for a list of the numbers of delegates for each club eligible to attend our AGM and revise labels accordingly.
3. Start to prepare Annual Report and Agenda for AGM.

**October:**

1. If there is a Management Committee during the month send Agenda for Management Committee to arrive at least 14 days before the meeting with copies of minutes of the last Management Committee meeting and any Sub-Committee minutes for approval. Copies of Committee Minutes and Sub-Committee meeting minutes go to all discipline Managers/Co-ordinators, Past Presidents and Hon Life Members once approved.
2. If a Past President, call meeting of Past Presidents for same evening as the Management Committee to nominate the Vice President for next year and any Hon Life Members. If not a Past President, ask the last Past President to do it, or do it on their behalf. Advise nominated Vice President after Management meeting.
3. After Management meeting send letters to winners of Swimmer and Junior Swimmer of the Year, Diver of the Year and Water Polo Player of the year, also the winner of the President's Trophy with copies to each club Secretary and to Trophies Co-ordinator. (This may be done in September if nominations have been received and approved). Invite winners (and parents) to the AGM.
4. After Synchronised Swimming Championships obtain name of winner of Progression Trophy and invite her to attend the AGM (if applicable due to the change of structure within Synchronised Swimming).
5. On 16 October check nominations received and whether an election is required. If necessary prepare ballot paper. Complete Annual Report for printing (as necessary) and circulation.
6. Prepare and run off request for payment form for next year's Handbook to go out with AGM papers.
7. Prepare and run off delegates AGM attendance authorisation forms. Run off appropriate number of copies having checked number of delegates including Past Presidents, Hon Life Members and Officers of the Association.
8. Finalise arrangements for AGM

**November:**

1. If there is a Management Committee during the month send Agenda for Management Committee to arrive at least 14 days before the meeting with copies of minutes of the last Management Committee meeting and any Sub-Committee minutes for approval. Copies of Committee Minutes and Sub-Committee meeting minutes go to all discipline Managers/Co-ordinators, Past Presidents and Hon Life Members once approved.
2. Distribute AGM Agenda and Annual Report with the Statement of Accounts in time for compliance with the notice period. These are sent to all clubs in accordance with the number of delegates allowed and to all Officers on the Management Committee, the Discipline Manager/Officers and all Past Presidents and Hon Life Members. The Authorisation papers for the Past Presidents, Hon Life Members, elected members and appointed officers etc. Must be individually authorised by the General Secretary and enveloped accordingly, with their agenda etc in due course. Only one copy of the Statement of Accounts is sent to each Club together with one copy of the previous year's AGM minutes.
3. Obtain quote for Handbook for next year and send out Handbook Order Form to Club Secretaries.
4. Prepare agenda for meeting of the Management Committee after the Council Meeting with relevant lists of persons willing to serve in the various capacities. Send this to Management Committee members with the AGM papers.





5. Remind discipline managers to produce updated lists of their officials etc (for insertion in the next year's Handbook).

**December:**

1. Annual Council Meeting of the Council: Prepare copies of previous year's minutes so that they are available at the meeting (although they appear in the Handbook). Prepare Minutes after the meeting and put on file so copies can be produced for putting on the table for collection by delegates at the next year's AGM.
2. Ensure the Attendance Book, verification stamp and ink pad, along with a list of visitors is handed to the Scrutineers prior to the arrival of delegates.
3. Request incoming President to have photograph taken wearing the chain of office for the Handbook along with the citation.
4. Prepare Minutes of Management Committee meeting after the Council Meeting.
5. Amend draft of Handbook to show the names on the Management Committee and the discipline managers etc after the appointments. If necessary advise Regional Administrators the details of the General Secretary for Kent and the Secretary for the particular Region and also the incoming President.
6. After AGM send copy of the adopted Annual Report only to Life members who are not Council Members.
7. Update details of Management Committee Members for website.

**Items of a continuous nature:**

1. Constantly update Handbook draft for following year. Club Secretaries, addresses, telephone numbers and e-mail addresses of the Management members, rule changes approved by the Management Committee etc.
2. Ensure relevant Regional Administrator is advised of all changes of details of Club Secretaries, whether by you or the Kent London or Kent Rural Secretaries.
3. Prepare and maintain a list of the clubs which have paid for their Handbooks. Record and pass payment cheques/cash to Treasurer.
4. Update contact details of Past Presidents and Hon Life Members as these receive copies of all Minutes once approved.
5. Maintain list of Life Members with contact details for distribution of their copy of the Annual Report.

**Documents required for annual general meeting of the council:**

1. Send to clubs Notice of Meeting and Agenda, Annual Report and Delegates Attendance/Voting Paper (number according to information received from the respective Regional Administrator to a maximum of 3).  
**Agenda papers to be on coloured paper for delegates who are voting.** Have available white copies on the table on the day for those non-voting.
2. Minutes of previous Council Meeting (1 copy)
3. Annual Accounts (1 copy)
4. Attendance/Voting Paper (Past Presidents and Hon Life Members, present Management Committee and Managers etc as listed in Rule 8)
5. Voting paper (if applicable)
6. Send report etc to Mayor along with a copy of the Handbook
7. Send copy to Doctors (Medical Advisors?)
8. Send copy to Trophy winners

**Take to Annual General Meeting**

1. Attendance Book and list of Visitors
2. Verification stamp and pad
3. Flowers as necessary
4. Few copies of Swimming Results and Records
5. Spare copies of Agenda, Annual Report and Accounts

