



Role Specification: Kent London SA Secretary

- Responsible to:** KCASA Management Committee
- Main purpose:** To act as a point of contact with the ASA London Region and liaise between the Region and Management Committee, representing the interests of the KCASA clubs affiliated to the Region.
- Skills required:**
- well-organised
 - 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
 - be a member of the Region's Management Board and/or have a close working relationship with the Board
- Time commitment:**
- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
 - attend KCASA Management Committee Meetings (6 per year @ 2 hours)
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- Key tasks:**
1. To maintain effective communication channels with various bodies such as ASA London Region, the ASA, affiliated clubs and their members
 2. To make regular reports to the Management Committee
 3. To work with the General Secretary and deal with administrative and other matters, delegating them as appropriate
 4. To promote Swim 21 accreditation
 5. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
 6. To adhere to and promote KCASA rules, regulations and other policy statements
 7. To undertake any other tasks appropriate to this level of responsibility

