

MASTERS SECRETARY

The duties of the Masters Secretary shall include, but not be limited to:

- In consultation with members of the Masters Committee as appropriate, to advise the Management Board on all matters relating to Masters policy, development and competition.
- To ensure that the relevant section of the Regional Development Plan is reviewed at each of the meetings of the Masters Committee, and that the outcome is reported to the Management Board.
- To ensure that the Masters Committee fulfils its duties in accordance with *section 20/21/23/24* of the West Midland Regional Constitution.
- To ensure the efficient and effective organisation of meetings of the Masters Committee.
- To ensure that all meetings of the Masters Committee are fully and accurately recorded, and that the minutes are submitted to the Management Board for approval.
- Normally, to represent the Region on the Event Management Group(s) for the Midland Masters Championships and competitions.
- Represent the West Midland Region on the joint Masters Committee with the East Midland Region.
- Work with Swim England's sports development team to promote a Masters Development day.
- Work closely with the East Midland Region to promote the Midland Masters Championships.
- To represent the West Midland Region at the Masters National Conference.
- In consultation with members of the Masters Committee, to take such other action to further competitive Masters within the Region as appropriate.
- To appoint or consult with such persons as may be necessary or desirable to assist in the performance of these duties.
- To report to the Management Board on actions taken as and when required.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Knowledge and understanding of competitive Swimming and the needs of swimmers, coaches and officials.	Experience of competitive Swimming in any capacity – competitor, teacher, coach, official, administrator.
Knowledge of ASA law appertaining to competitive Swimming.	Experience of organising competitive Swimming events.
Good organisational skills – ability to record information accurately and to operate within required timescales.	Ability to motivate colleagues to assist with the organisation of major events.
Good literacy and numeracy skills.	An understanding and appreciation of other disciplines.
Good communication skills – verbal and written.	Experience as a committee member.
ICT literate – knowledge of MS Word and understanding of email.	
Understanding of, and ability to conform to, good practice in committee work.	
Willingness to attend meetings and deal with issues as required.	
Willingness to represent West Midland Swimming at National level.	

Applicants for this role please complete the Surveymonkey form below. Please email westmidland@swimming.org if you have any further queries.

<https://www.surveymonkey.co.uk/r/WMMASEC>