

## Swim England Suffolk Masters Secretary Job Description

**Role Title:** Masters Secretary (Voluntary role)  
**Responsible to:** County Executive  
**Appointed at:** AGM

**Term of office:** One year

**Role Purpose:** To provide support to Masters swimming members in the County and report to the County Executive Committee

### Responsibilities:

- Represent the County at East Region Masters Swimming Group Meeting and report on County activity.
- Attend County Executive Committee Meeting
- Produce report for Executive Committee meeting and Annual General Meeting.
- Organise the County Masters Championships – this competition is normally hosted by a club in the county at their relevant Masters Meet
- Arrange medals for the County Masters Championships by liaising with Trophy Secretary
- Arrange for all relevant information to be circulated to clubs and published on the county website
- Organise county team for the annual Inter-County Masters competition

### Competencies:

Essential	Desirable
Be a member of a Swim England Suffolk club.	Good IT, literacy, report writing and numeracy skills.
Well organised.	Comprehensive IT, literacy and numeracy skills.
Communicate effectively and confidently.	
Good understanding of the Swim England Masters competition structure	