

JOB DESCRIPTION: ARCH SECRETARY

JOB TITLE: Arch Secretary

ACCOUNTABLE TO: General Committee

SKILLS REQUIRED:

1. Approachable & friendly.
2. Good organiser

MAIN DUTIES

1. Produce bi-monthly report for general committee meetings. Plus report for AGM.
2. Attend any sub-committee meetings.
3. Liaise with website sec, masters sec, competition sec & social sec in relation to competition & social functions.
4. Liaise with general committee on Pier to Pier race.
5. Keep record of trophy/cup holders, placings etc.
6. To follow & Promote the ASA Child Protection & Code of Ethics policies.

Time Commitment: 1 hour / week_____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____