

JOB DESCRIPTION: AWARDS SECRETARY

JOB TITLE: Awards/Badge Secretary

ACCOUNTABLE TO: General Committee

SKILLS REQUIRED:

1. Approachable & friendly.
2. Good organiser
3. Knowledge of ASA awards.

MAIN DUTIES

1. Sell awards on relevant club nights. (approximately x2 nights every 12 weeks)
2. Attend any sub-committee meetings.
3. Liaise with Head Coach, general & website secretaries regarding testing dates.
4. Liaise with general secretary & treasurer on section finances.
5. Take a 12 weekly stock take & order any requirements. Pass invoices to treasurer.
6. To follow & Promote the ASA Child Protection & Code of Ethics policies.

Time Commitment: 4 hour / 12weeks _____

Signatures: Officer _____ Date: _____

Chairman _____ Date: _____