

JOB DESCRIPTION: LAND TRAINING SECRETARY

JOB TITLE: Land Training Secretary

RESPONSIBLE TO: General Committee

SKILLS REQUIRED:

- 1 Experienced & knowledgeable on club/ASA rules & normal operating procedures.
- 2 Communicate effectively.
- 3 Have appropriate qualified level of technical knowledge & experience

MAIN DUTIES

- 1) Attend any sub committee meetings.
- 2) Conduct land training sessions under Head Coach's recommendations & plans.
- 3) Liaise with web secretary on web site information.
- 4) Liaise with Head Coach on competition dates.
- 5) Abide by and promote all club policies.
- 6) To follow and promote the ASA Child Protection & Code of Ethics policy
- 7) Liaise with membership & registration secretary concerning all computer records.

Signatures: Officer _____ Date: _____

Chairperson Date: _____