

JOB DESCRIPTION: OFFICIALS SECRETARY

JOB TITLE: Officials Secretary

ACCOUNTABLE TO: General Committee

SKILLS REQUIRED:

1. Approachable & friendly.
2. Good organiser
3. Enthusiastic
4. Knowledge of ASA/ Club rules.

MAIN DUTIES

1. Publicise any officials courses & seminars . Liaise with volunteer secretary in recruitment of new officials.
2. Attend any sub-committee meetings.
3. Liaise with Head Coach, general, competition, open meet, championship & website secretaries regarding competitions & their requirements.
4. Liaise with general committee on finances for any courses.
5. Keep up-to-date with all rule changes & keep all club officials informed.
- 6.To follow & Promote the ASA Child Protection & Code of Ethics policies.

Signatures: Officer _____ Date: _____

Chairman _____ Date: _____