

JOB DESCRIPTION: OPEN MEET

JOB TITLE:

RESPONSIBLE TO: General Committee

SKILLS REQUIRED:

- 1 Good time management, ability to use time efficiently and effectively.
- 2 Show an appropriate level of technical knowledge.
- 3 Good communicator & delegator.
- 4 Approachable

MAIN DUTIES

1. Produce programme & entry times; advertise it & circulate it.
2. Liaise with ASA designation officer & guidelines.
3. Liaise with pool management & book pool through general secretary.
4. Create programme on computer & send & receive discs from other clubs.
5. Liaise with official's secretary for arranging officials for meets.
6. Make financial forecast & keep account of all expenditure & income with treasurer & general committee.
7. Liaise with web site secretary for all emails, enquiries, disc entries etc.
8. Print entry cards & programmes & distribute them.
9. Liaise with volunteer secretary to arrange help for meets.
10. To follow & Promote the ASA Child Protection & Code of Ethics policies
11. Liaise with fund raising secretary to gain sponsorship for all meets.
12. Liaise with press secretary for pre & post advertisement.
13. Liaise with head coach in regards to all away open meet entries, fixtures etc.

Time Commitment: 2 hours per week plus attendance at home meets _____

Signatures: Officer _____ Date: _____
Chairperson _____ Date: _____