

## **JOB DESCRIPTION: TROPHY SECRETARY**

**JOB TITLE:** Trophy Secretary

**ACCOUNTABLE TO:** General Committee

**SKILLS REQUIRED:**

1. Good organiser
2. Enthusiastic
4. Knowledge of Club rules & competitions.

**MAIN DUTIES**

1. Organise & Record all holders of trophies & their safe return.
2. Attend any sub-committee meetings.
3. Liaise with general, competition, open meet, championship & website secretaries regarding competitions.
4. Take a yearly stock check.
5. Order new trophies medals as required.
6. To follow & Promote the ASA Child Protection & Code of Ethics policies.
7. Deal with all engravings required.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairman \_\_\_\_\_ Date: \_\_\_\_\_