

Role Outline: Fixtures/Meeting Coordinator

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Confident and Effective Communicator
- Well organised
- Good administration skills

MAIN DUTIES

- 1) Arrange all club/organisation fixtures.
- 2) Produce fixtures card/list for all members to diarise, pass on details for publication to web site.
- 3) Liaise with other clubs/organisations to arrange fixtures.
- 4) Ensure that members are aware of the fixtures, pass details for publication on website also inform of any changes.
- 5) Organise transport where appropriate to meetings.
- 6) Organise adequate officials are available for meetings, (track, field, starters, time keepers, meeting recorders.
- 7) Give feedback on meetings, what can be improved.
- 5) Attend committee meetings.