

Deepings Swimming Club



JOB DESCRIPTION: TROPHIES SECRETARY

JOB TITLE: Trophies Secretary

RESPONSIBLE TO: Deepings Swimming Club Committee

SKILLS REQUIRED:

- Well organised
- Communication Skills
- Administration Skills

MAIN DUTIES

- 1) Responsible for the management of the club trophies for DSC Club Championships including the maintenance and updating of the Club Records.
- 2) To ensure the timely retrieval of all trophies issued as part of the Club Championships.
- 3) Be responsible for the ordering of awards (medals, ribbons etc) as agreed by the DSC Committee for DSC Club Championships and Open Meets.
- 4) To be responsible for the DSC Club Championship trophies and the Trophy Cabinet.
- 5) To act as Trophy Steward for DSC Club Championships, Presentation Evenings and DSC Open Meets.
- 6) To assist other Committee members as required and recorded in the Committee Meetings and/or Action Plan.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____