

Guildford Archery Club

: Job Description

JOB TITLE: Assistant Records Officer

RESPONSIBLE TO: Club Management Committee and General Meeting

SKILLS REQUIRED:

- Well organised
- Computer Literate
- Attention to detail and accustomed to handling figures
- Good communication skills
- Prepared to make occasional time commitment

MAIN DUTIES:

- 1) Collection of scores sheets at house shoot events, produce house shoot results and pass onto webmaster for publishing on Club Website.
- 2) Maintain the club house structure, ensure that new club members are issued a house and liaise with house captains.
- 3) Collect 252 results in and keep records on member's achievements. Award 252 medals at regular intervals.
- 4) Liaise with the Social Secretary regarding the annual Awards presentations. Assist the Records officer in preparation for the annual awards presentation.
- 5) To assist the Tournament Organiser / Records officer at Club Tournaments to help get the results announced/published in an efficient manor.