

**Guildford Archery Club Ordinary Committee Member: Job Description** (Rev: Dec 2010)

**JOB TITLE:** Ordinary Member

**RESPONSIBLE TO:** Club Management Committee and General Meeting

**SKILLS REQUIRED:**

- Well organised and versatile
- Able to keep records using computer facilities
- Confident about handling figures and money
- Sociable
- Prepared to make a regular time commitment

**MAIN DUTIES:**

- 1) To act as the representative of ordinary Club members and to represent their issues, and concerns at Executive Committee Meetings.
- 2) Oversee the activities of the Communication function within the Club by liaising with the following officers - as appointed:
  - a. Web site maintenance officer
  - b. News letter Editor
  - c. Tournament secretary
  - d. PR/ Press/Data protection Officer

Duties include periodically updating the Club's web site with news, results, events and general Club matters. Notifying Club members about organised events (and issuing reminders). Collating periodic news letters. Liaising with the local media and promoting the club through leaflets, posters etc (as required). Maintaining the Clubs public image, ensuring that pertinent outside tournaments are adequately advertised to members and group applications made. Promote events and activities organised by Guildford Archery Club.

- 3) Act as the Club's Data Protection Officer (in liaison with the Hon Secretary).
- 4) Liaison with the Tournament Organiser and Tournament Secretary to draw up the Annual Shooting Diaries
- 5) Represent the Club at official meetings of Sport Guildford and Active Sports Surrey.
- 6) Manage, order, stock, sell and distribute **Club apparel**.