

Guildford Archery Club Records Officer: Job Description (Rev: Dec 2010)

JOB TITLE: Records Officer

RESPONSIBLE TO: Club Management Committee and General Meeting

SKILLS REQUIRED:

- Well organised and methodical
- Computer literate
- Attention to detail and accustomed to handling figures
- Good communication skills
- Prepared to make regular time commitment

MAIN DUTIES:

- 1) Maintenance of official records of individual Club members' submitted scores and calculation of handicaps using specialist commercial software. Regular publication of handicaps and rankings on Club-house notice board and Club website.
- 2) Maintenance of Club Record scores and publication thereof as above. Report to the Annual General Meeting of improved rankings, new records, "252" awards and other items of interest. Circulation of individual listings to Club members at least once a year.
- 3) Liaison with GNAS/ Archery GB for the annual award of the Handicap Improvement Medal and with regional and county Records Officers regarding Club members' participating in teams.
- 4) Liaison with the Tournament Secretary to obtain and incorporate GAC members' scores at away tournaments and with the House Captains or other Club members regarding scores at Club shoots.
- 5) Liaising with the Tournament Organiser regarding scoring and trophy award procedures at Club tournaments.
- 6) Collection and storage of Club trophies and medals including engraving, maintenance of records of annual recipients, re-stocking of medals, liaison with the Honorary Secretary regarding insurance of same.
- 7) Liaise with the Social Secretary regarding the annual Awards presentations.
- 8) Regular collection and scrutiny of score-sheets from the Clubhouse, extraction of data therefrom and filing for 12 months after the date of completion.
- 9) Printing of spare score-sheets to ensure a ready supply.
- 10) To identify a Deputy to assist with selected tasks noted above and provide training to be able to deputise as and when required.
- 11) To liaise with the Ordinary Member and Hon Secretary on all matters relating to data protection.