

- ROLE:** Event Organiser
- RESPONSIBLE TO:** Chairman, Committee & Club members
- PURPOSE:** Arrange and oversee club events, including Westfield Aquathlons, Fairholmes Duathlons and Hathersage Aquathlons.
- COMMITMENT:** Around 4-8 hours per month.

Roles and Responsibilities

- Ensure club events are effectively organised.
- Liaise with the Committee to plan events.
- Act as a liaison point for the various venues and stakeholders.
- Ensure Risk Assessments are available and maintained for each event.
- Ensure each event has sufficient volunteers to be safe and enjoyable for all participants.
- Ensure all volunteers are fully briefed on their role & responsibilities.
- Produce results for each event and publish on the club website.
- Produce financial report to each event and transfer entry fees to the club bank account.
- Ensure necessary equipment is available to run each event.
- Publicise events on the club website and social media.

Skills and Qualities

- Planner - plan all club events
- Organiser - of volunteers, equipment and finances.
- Approachable and a good listener
- Tactful and discrete

NAME (please print)	Anastasija Turner		
SIGNED		DATE	29 th November 2019