

Club /Organisation:

Volunteer Name:

Volunteer Contact:



Role Outline: Fixtures Secretary

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Confident and Effective Communicator
- Well organised
- Good administration skills

MAIN DUTIES

- 1) Arrange all club/organisation fixtures.
- 2) Produce fixtures card/list for all members to diarise.
- 3) Liaise with other clubs/organisations to arrange fixtures.
- 4) Ensure that members are aware of the fixtures.
- 5) Attend committee meetings.

Time Commitment:

Signed (volunteer):

Date: