



Trentham Canoe Club (TCC)

Section Representative

Role Description

Responsible to: Club committee through the chairperson

Role purpose: To act as a main point of contact and organise a programme of activities for relevant club sections.

Commitment: 1 - 2 hours per week plus relevant committee meetings

Main Tasks

- Act as the main contact for new and existing members
- Plan and coordinate activities for members and potential members
- Provide information on access to members
- Encourage participation of members in regional and club events
- Ensure regular reports are submitted to the club committee
- Promote volunteer opportunities within the club to members
- To ensure that all policies are maintained throughout the club including at all events

Skills required

- Organised and knowledgeable about the relevant sections of the club
- Able to do basic administration
- Good communication and enthusiastic

Review History

Date	Version	Activity	Lead
March 2018	V1	Adopted	