



GALA CO-ORDINATOR

Role

Responsible for setting up and running a gala sub committee
To ensure the smooth running of the club administrative gala requirements

Skills

- Administration skills desirable
- Well organised and able to delegate
 - Enthusiastic and a good motivator
 - Approachable
 - Confident and effective communicator
-

Main Duties

- Responsible for all club galas and entries into other clubs galas
 - Liaise with coaches re galas and to keep Club Secretary informed.
 - Book meetings with Gala Sub Committee
 - Develop gala programme which includes Club Championships
 - Keep all squad secretaries informed
 - To act as main point of contact for all gala queries
-

Commitment

Ongoing responsibility including Committee Meetings

Benefits to Self

Contribution to ensuring galas and gala entries are well managed.

Print Name:

Signed:

Dated: