



GALA ENTRY SECRETARY

Role

Responsible for managing gala entries across the club

Skills

- Well organised and efficient
 - Attention to detail
 - IT literate
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Main Duties

- Collation and submission of all gala entries using the SportSystems Entry Manager
 - Liaise with gala co-ordinator
 - Liaise with website administrator
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Commitment

Ongoing responsibility including Committee Meetings

Benefits to Self

Contribution to ensuring a well-managed and successful club

Print Name:

Signed:

Dated: