

VACANCIES FOR 2010

These are the positions on the Surrey Committee that **URGENTLY** need to be filled this year.

Please bear in mind that the present incumbents will be only too pleased to help facilitate a smooth take over of each job.

HON. SECRETARY

Record and distribute the minutes for the County Committee Meetings and the Annual General Meeting.

Send out Agenda at least three weeks prior to each meeting.

Maintain up-to-date lists of County Clubs, County Officers and County Tournaments, and distribute these once a year.

Distribute other information as and when required.

Answer incoming queries about archery in the county, usually names and telephone numbers of Club Secretaries.

Consult with other county officers as appropriate concerning any other matters arising from incoming correspondence.

Liaise with SCAS General Secretary, giving changes to names and addresses of our SCAS representatives and Club Secretaries. Also give details of County Championship winners for the SCAS Directory.

Keep records of secretarial expenditure.

Remind County Officers of their obligation to send in their annual reports before the year end in preparation for the AGM in February.

PUBLIC RELATIONS OFFICER

Promote Archery in Surrey and promote the County of Surrey Archery Association. Generate press releases and send to all interested parties.

Encourage clubs to keep in touch with Sports Editors of local newspapers and other media contacts. Respond to media enquiries and/or leads.

SCAS COUNCIL REPRESENTATIVE

Collect the views of the County and represent them at the meetings of the SCAS Council. (Usually four per year).

Keep the County informed of the actions of SCAS as they affect the County.

Liaise with other Surrey representatives to generate mutual understanding and support to promote Surrey's viewpoint within SCAS Council meetings.

Return to the County copies of minutes and all other relevant documents and notes taken during the SCAS Council meetings.