

# *GUILDFORD ORIENTEERS*

## **JOB DESCRIPTION: FIXTURES SECRETARY**

Responsible for Club fixtures.

**Responsible to:** Club Management Committee.

### **MAIN DUTIES**

1. Implement GO Fixtures Strategy (locations/timing) in accordance with Committee decisions.
  
2. Arrange the GO orienteering Fixtures.
  - 2.1 Negotiate dates in calendar in liaison with SEOA.
  - 2.2 Find event officials (Organiser/Planner/Controller).
  - 2.3 Arrange event registrations with BOF (via SEOA).
  - 2.4 Arrange land permissions.
  
3. Attend SEOA Fixtures meetings twice a year.