

FUNDRAISING / SOCIAL SECRETARY 8

Role

To seek out and identify appropriate financial supporters and organise social events

RESPONSIBLE TO: Club Chairman

SKILLS REQUIRED:

- Well Organised
- Enthusiastic
- Ability to motivate
- Excellent communication Skills

MAIN DUTIES

Liaise with Chairman , Treasurer, Secretary and Team Manager

To liaise with Volunteer Co-ordinator to identify volunteers for each event

To help develop the club's action plan for the year and help to implement that action plan

To develop along with the Club swimming secretary any motivational events

To develop a sponsors data base and arrange for the sponsors to be welcomed at a club event

To follow and promote the ASA Child Protection policy

Time Commitment: 1 hour a week

Signatures:

Officer _____ Date:

Chairperson _____ Date:

Further Development/Support

Training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618799

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website www.britishswimming.org > *Volunteers and Officials*

Useful Websites

ASA website	www.britishswimming.org
Sport England	www.sportengland.org.uk
NSPCC	www.nspcc.org.uk
Sports Coach UK	www.sportscoachuk.org