



## Gala\Mini Series Secretary

### ROLE

The Gala/Mini Series Secretary club is responsible for organizing the Clubs participation and hosting of Galas/Mini Series.

### SKILLS

- Strong administrative skills
- High level of organization and record keeping
- Reliable and honest

### MAIN DUTIES

- Liaise with other Clubs for arrangement and participation in Galas/Mini Series
- Attend any annual meetings for galas/mini series
- Send off team lists to appropriate person as and when required
- Be responsible for all aspects of hosting Gala/Mini Series: Announcer, Recorders, Helpers, etc.
- Liaise with the Officials Secretary for organising Officials
- Advertise forthcoming Gala/Mini Series and inform members of the help required
- Collate all the results information and send to participating Clubs and share with Coach and Competition Secretary

### COMMITMENT

Variable depending on Gala/Mini Series calendar.

### BENEFITS TO SELF

Help develop and gain useful skills and experiences. To feel valued as a member of a team and gain additional knowledge about the sport and the running and organization of the club.