



WIMBORNE ORIENTEERS

# ***Wimborne Orienteers***

## **ROLE DESCRIPTION: FIXTURES SECRETARY**

**RESPONSIBLE TO:** The Committee, and the Club Membership

### **DUTIES:**

- Plan the calendar for all club fixtures.
- Register events with British Orienteering.
- Produce and distribute fixtures lists.
- Call and chair fixtures planning meetings.
- Decide on venues for events, or raise for discussion with the Committee.
- Raise fixtures issues with the Committee.
- Liaise with other clubs and organisations to avoid clashes.
- Liaise with other clubs and organisations to pool resources for co-hosted events.
- Ensure that event officials are appointed.

### **DESIRABLE SKILLS AND QUALITIES:**

- Good organisational and communication skills.
- Ability to identify deadlines for the planning and organising of fixtures.
- Good knowledge of the available mapped areas and the qualifications and experience of event officials.

### **APPOINTMENT:**

- Elected at the AGM.