

RACE SECRETARY



JOB DESCRIPTION

Responsible To: Chairperson

Job Purpose: To organise the Club Championship calendar and report championship results and standings to the members. To ensure that club receives maximum publicity.

MAIN DUTIES

- To present a number of races and events for the following years club championship to the committee for approval.
- To identify dates of these events and inform members when these can be booked.
- To organise a championship points scoring system that is fair and promotes races to all members and obtain approval of this from the committee.
- To identify clubs that regularly support the Chicken Run and ensure that the committee is aware of these when considering races for inclusion in the following year.
- To report winners of awards to the Merchandise Officer and Chairman as soon as possible so that awards can be ordered.
- To update the club web site with latest results and winners of recent races.
- Collecting results of races, competitions etc and informing local press.
- Liaise with the Chairperson to promote the club regarding potential sponsors.
- Build a list of local media contacts.
- Keep a record of all press cuttings, radio and TV coverage.
- Attendance of club quarterly meetings and AGM.