

Role & Responsibilities of the Events / Trips Organiser

Role:	Events / Trips Organiser
Responsible to:	Club committee through the chairperson
Role purpose:	To arrange a programme of events and coordinate competitions which the club is involved in
Commitment:	1 – 2 hours per week plus relevant committee meetings

Main Tasks:

- Act as the main contact for events information and advice
- Promote and organise suitable arrangements for all events which the club is involved in
- Ensure all members are informed of dates and venues of forthcoming events which the club is involved with
- Ensure the club committee is informed of any planned events
- To undertake training in the British Canoeing Event Safety module

Skills required?

- Organised and able to liaise with others to organise club events and competitions
- Able to do basic administration
- Good communication and enthusiastic

Resources to assist in role:

- British Canoeing Regional Canoeing Development Officers