The Event Officer will be responsible for arranging a programme of canoeing/kayaking events and activities.

**Areas of Responsibility**

**Responsible to:**

* + The Club Executive Committee through the chairperson

**Purpose:**

To support The Club in arranging a programme of events and assist with the coordination of events which the club is involved in

**Commitment:**

* + 1 – 2 hours per week, plus committee meetings on request

**Main tasks:**

* Act as the main contact for events and any competition information and advice
* Promote and organise suitable arrangements for all events which the club is involved in
* Ensure 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
* Booking / modifying any pool sessions (e.g. additional Sunday sessions)

**The Person**

* Knowledge of The Club and committee is essential
* Organised and able to liaise with others to organise club events and competitions
* Able to do basic administration
* Confident and effective in communication
* Enthusiastic and able to motivate others