



Role Outline: WSFRL Co-ordinator

RESPONSIBLE TO: Club Committee

COMMITMENT/DURATION: Elected position for the membership year

PREVIOUS EXPERIENCE REQUIRED: None

Role Purpose:

The primary responsibility of the WSFRL Co-ordinator is to lead the Club's WSFRL involvement.

Typical Responsibilities:

- Promote WSFRL races
- Coordinate entries for WSFRL races including advertising, co-ordinating payments (from members and to clubs) with the Treasurer and updating WSFRL records
- WSFRL reports for the newsletter
- Act as the Club's representative at WSFRL meetings
- Input into the end of season awards presentation and AGM
- Attend WSFRL races wherever possible

Skills and traits

- Can communicate effectively
- Good organisational skills

Key Relationships

- Club Committee
- Club members

Time commitment

- Attendance at WSFRL races
- Attendance at WSFRL meetings as the Club's representative, typically two per year
- Approx 2-3 hours a month which is separate to race attendance. Due to the race calendar this can mean some months can be busier than others
- Attendance at the end of season awards and AGM