

Role Description:

Kit Secretary



NAME OF CLUB: Bere Alston Trekkers

RESPONSIBLE TO: Club Committee

Typical Responsibilities:

- Liaise with Suppliers to source kit
- Liaise with Treasurer to ensure payments have been received prior to issuing kit
- Maintain database of kit issued
- Issue kit in a timely fashion
- Identify new options for BATs kit/merchandise
- Encourage and support running amongst members
- Positively promote BAT's within and outside the club in order to retain and recruit new members
- Attend committee meetings contributing positively and constructively
- Manage succession and handover of role