



GCSC Open Meet Promoter

Role

Promote and co-ordinate GCSC Open Meets

Skills

- Well organised and efficient
 - Enthusiastic and approachable
 - Impartial and able to delegate
 - Confident and effective communicator
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Main Duties

- Organise and oversee GCSC Open Meets, including equipment set-up
 - Obtain appropriate license for GCSC Open Meets
 - Prepare Meet Packs and Entry Forms
 - Liaise with Pool Co-ordinator to book facilities inc. timing system and operator
 - Liaise with Workforce Co-ordinator to ensure volunteer staffing
 - Liaise with Officials Co-ordinator to ensure appropriate officials coverage
 - Prepare budget and co-ordinate income and payments, liaising with Treasurer
 - Liaise with Competitions Secretary regarding GCSC entries
 - Liaise with Open Meet Technical Co-ordinator regarding entries from other clubs, including notification and refunds in the event of withdrawal or scratching if oversubscribed
 - Liaise with Team Stats Co-ordinator regarding on-line entries and results
 - Liaise with Communications Officer to promote event
 - Liaise with Fundraising Officer regarding event sponsorship
 - Co-ordinate Programme production
 - Liaise with Trophy Controller to ensure medals / trophies as necessary are obtained
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Commitment

On-going commitment throughout the year.
Additional time required in preparation for Open Meets.

Benefits to Self

Rewarding position promoting GCSC as a well-managed club, enabling members to achieve their potential. Significant impact to club income.
