

CLASS ADMIN ROLE

- Develop & manage a class contacts/distribution list for sailors and parents
- Manage communication with members through the website and social media.
- Provide administration support for racing and training events
 - Pre event admin: Ensure all medical details/parent declarations/bow numbers/measurement forms/registration details etc in order prior to event.
 - Organise registration, volunteers and documents, and on land support team including results
 - Post event: Ensure Y&Y reports/website/facebook reports written; results posted; outstanding items (eg measurement certificates) chased.
- International events:
 - Publicise ‘open” events on website with accommodation, travel, entry, coach support details etc
- Provide administrative support to committee members as requested.
- Minute meetings and distribute to committee
- Call meetings, prepare agendas in consultation with chair
- Update and develop website
- Ongoing web admin, help with entries to events, approve adverts etc

£3500 is approx 5 hours a week.

Tools used

Website content management – WordPress

Email – Mailchimp, Gmail & google groups

Event & Membership Management – Ourclubadmin

Surveys – Survey Monkey