



# Sevenoaks Swimming Club

Founded 1915

Affiliated to: ASA South East Region, Kent County ASA, RLSS

## Job Description: Badges Secretary

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To order and sell speed and other special award badges
- Skills Required:**
  - communication skills
  - administration skills, including small amounts of record-keeping
- Time Commitment:** 1 hour per month selling badges at the Centre, and 1 hour as necessary to reorder badges and send details of sales to the Treasurer. A stock take is carried out as at 30<sup>th</sup> Sept each year & the information supplied to the Treasurer.

### Key Tasks:

1. To keep individual records of badges achieved and bought
2. To sell badges on a monthly basis and pass the cash/cheques to the Treasurer
3. To replenish stocks as required, maintaining an appropriate level of supply
4. To keep copies of stock orders and pass invoices on to the Club Treasurer
5. To carry out an annual stock take
6. Ensure the Health and Safety of members at all times
7. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
8. Adhere to and promote the Club's rules, regulations and other policy statements
9. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Badges Secretary:** ..... **Date:** .....

**Chairman:**..... **Date:** .....