



Survive and Save Club

Job Description

Executive Officer

Role

To be elected to the club management committee providing input and feedback to the decision making processes of the club. Assist with the day to day running of the club where necessary.

Skills

- Be a good communicator with good verbal and written skills
- Well organised and efficient
- Able to maintain confidentiality
- Able to work in partnership with members and external partners and organisations as required
- Enthusiastic

Main Duties

- Attend all Executive Committee Meetings
- Use the vote fairly and impartially when required
- To attend functions and meetings as a Club representative as required
- Under take roles and tasks as required to enable the club to run on a day to day basis and develop

Time Commitment

1 hour per week

Committee Meetings

Other meetings as required