



Club /Organisation: .....  
Volunteer Name: .....  
Volunteer Contact: .....

## Role Outline: Fixtures Secretary

**RESPONSIBLE TO:** Committee

**SKILLS REQUIRED:**

- Confident and Effective Communicator
- Well organised
- Good administration skills

**MAIN DUTIES**

- 1) Arrange all club/organisation fixtures.
- 2) Produce fixtures card/list for all members to diarise.
- 3) Liaise with other clubs/organisations to arrange fixtures.
- 4) Ensure that members are aware of the fixtures.
- 5) Attend committee meetings.

**Time Commitment:** .....