

Women's Eights Head of the River Race



Job Description for Event Secretary

Tasks include:

- Organisation of committee meetings (date, time and venue) – 3 meetings a year
- Taking and distributing minutes and agendas
- Communicating with suppliers for suitable and prompt orders of race numbers, stationery and printing
- Co-ordinating the assembling and distribution of competitor race packs
- Liaising with British Rowing as required on behalf of WEHoRR
- Communicating with rowing clubs in UK and abroad, providing advice and information when requested
- Liaising with local councils, businesses, police and the public as necessary for smooth running of the event on race day and in the weeks leading up to the race

Skills/Qualities:

- Clear and friendly manner in responding promptly to queries, usually by email but also in person and on phone
- Ability to write clear, accurate and timely minutes
- Familiarity with MS Office (Excel and Word) or similar in order to extract and reformat relevant data for the production of various race documents, for example competitor pack labels, crew lists, boating locations

Ideal attributes:

- Proactively collaborative with rest of committee and with rowing bodies such as British Rowing and other Tideway Heads
- Adaptable to change, contributing new ideas for the safety and success of the race, and for promoting a positive and exciting race profile
- Able to call on network of friends and volunteers for reliable assistance!
- Most activity is Putney-based so ideally a person who is based near the Tideway, with good local knowledge, and experience of rowing or coxing on the Tideway.