



Somerset County Archery Association

***** Role of the Records Officer ***
(TR12)**

INTRODUCTION

The position of County Records Officer is extremely important for the Association. As an elected member of The Association you will also be a member of the Council under Clauses 24 and 29 of the Association's Constitution which states:

The Council shall comprise of the Officers, the Retiring Chairman, Specialist Officers elected at the Annual General Meeting, Co-opted Members, and one member from each affiliated Club

SPECIFIC DUTIES & RESPONSIBILITIES

The following will be the specific responsibility of the Records Officer who shall:

- 1) Act in accordance with the terms of the County Records Claims Criteria as outlined in the Constitution;
- 2) Act as the main contact for County records in the county;
- 3) Work with the other representatives in the county and across the archery network ;
- 4) Check all claims for classifications and County records;
- 5) Enter details of round shot into the record book under the name of the relevant member;
- 6) Update as required County and open records;
- 7) Present a report at the Council meetings giving details of new records achieved by members;
- 8) To attend County meetings whenever possible and give a report;
- 9) Present a report at the AGM summarising new records achieved;
- 10) Work with the Regional Records Officer and Archery GB as required.

The above could be subject to change should the Association's Constitution be amended or if duties or specific tasks need to be amended.

REQUIRED SKILLS, QUALIFICATIONS AND EXPERTISE

It is important that the Association recognise the significance of this position and to this effect the postholder must be:

- 1) A member of the Governing Body AGB;
- 2) A Full Member of the Association;
- 3) 18 years of age or older;
- 4) Share and uphold the aims and objectives of the Association