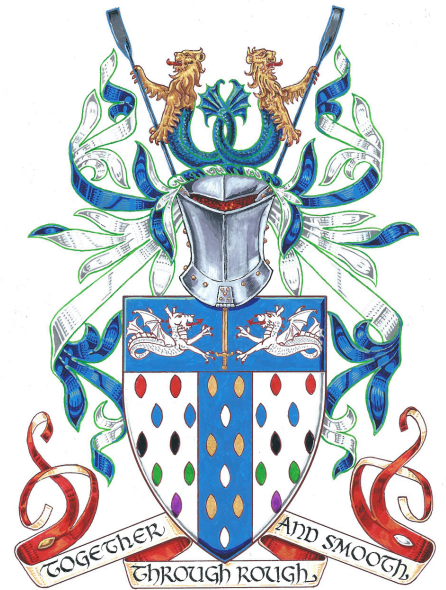


FROM THE

TTRA

23 December 2020

Roger Gould. TTRA
Coates Marine Limited
Upper Harbour,
Whitby, YO21 1EU
Phone: 01947 604486
Mobile: 07802 702099
Email: ttraroger@btinternet.com



SECRETARY - JOB DESCRIPTION

Applicants for the role of Secretary should be in a position to fulfil the following duties.

Meetings

- Plan and organise the Annual General Meeting in February of each year, including the preparation of the agenda and other documentation in accordance with the TTRA Constitution.
- Plan and organise committee meetings as required, including the agenda and relevant documents.

Events

- Organise the annual rowing events, including dates, courses, towing, officials and officials' craft/safety boats, PLA notification, catering and all other requirements.
- Meet with stakeholders at the bases where events start and end to prepare the following year's events.

CONTACT

TTRA, UPPER HARBOUR WHITBY

YO21 1EU

01947 604486

EMAIL TTRAROGER@BTINTERNET.COM

Committee business

- Liaise with the Hon. Treasurer to establish the membership database and determine annual fees and budget.
- In conjunction with the Hon. Treasurer, prepare an annual budget for presentation at the AGM, to include a recommendation for the forthcoming year's annual subscription.
- Liaise with the Communications and Social Media Officer to ensure that all relevant items are brought to the attention of the membership.
- Report to the Committee on the state of membership each year.
- Prepare and disseminate all notifications regarding events to the relevant point of contact for each Association member.

Documentation

- Provide a report on events at every Annual General Meeting.
- Annually review and update where needed, all policies regarding Health & Safety in conjunction with the PLA, British Rowing and our Insurance policy.
- Annually review and update where needed rules of races and events.
- Prepare, and circulate the list of events for the following year.

Roger Gould

Roger Gould

Secretary and Treasurer for the Thames Traditional Rowing
Association