



<b>Job Title:</b>	Recorder	<b>Job Category:</b>	Elected
<b>Group:</b>	Committee Of Management		
<b>Estimated Hrs./WK:</b>	1 Hour	<b>Term of Office:</b>	2 Years
<b>Job Description</b>			
<p><b>Over View</b></p> <p>The Recorder is the chief records management officer of the association. The Recorder is directly responsible to the President and the members of the Committee of Management.</p> <p><b>Role and Responsibilities</b></p> <p>The Recorder should:</p> <ul style="list-style-type: none"> <li>• Keep the club's records up-to-date</li> <li>• Keep a proper record of all classifications and handicaps of each member for each discipline.</li> <li>• Give Recorder's report at regular meetings and when required</li> <li>• Progress any record/classification claims through the Regional Governing Body (RGB)</li> <li>• Maintain an adequate stock of medals/badges for distribution to members</li> </ul> <p><b>Knowledge and Skills Required</b></p> <p>The Recorder is someone who is:</p> <ul style="list-style-type: none"> <li>• Well organised and has a good understanding of Classification and Records rules.</li> <li>• Has good numeracy skills and relevant level of computer literacy.</li> <li>• Able to work in a logical orderly manner</li> </ul>			
<b>Reviewed By:</b>	President	<b>Date:</b>	22 November 2011
<b>Approved By:</b>	Committee of Management	<b>Date:</b>	
<b>Last Updated By:</b>	Secretary	<b>Date:</b>	22 November 2011