



# **Saunton Sands Surf Life Saving Club**

Registered Charity No: 1032081 - Email: sauntonsandsslsc@hotmail.co.uk

## **BUSINESS OFFICER Job Description**

- Ⓢ Coordinate the committees for Events, Fundraising and Publicity
- Ⓢ Support lead officers in the above committees where and when appropriate
- Ⓢ Ensure strong link between regional and national association
- Ⓢ Call for and receive nominations for committees and other positions for the Club Annual General Meeting

### **Skills required**

- Ⓢ Communicate effectively
- Ⓢ Well organised
- Ⓢ Full knowledge of club activities and of those at regional and national level