

ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

JOB DESCRIPTION: TRUSTEE / CUSTODIAN

JOB TITLE: TRUSTEE / CUSTODIAN

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

- Reliable
- Good Communicator
- Basic administration skills.

MAIN DUTIES

To maintain records of the holders of items such as, but not limited to following:

- . The President's Plate.
- . The Chairman's Plate.
- . The Photocopier.
- . Stocks of swimwear and other items of equipment.
- . Important Club Records (such as minutes dating back to club's foundation.)
- . Club Accounts (books etc.)
- . The stocks of medals and trophies.
- . The club's Stop watches.

Make sure that any such items are returned to the club's custody, if or when the holder leaves the club.

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____