



## **TCA Committee Job Description**

### **Role Title:**

Summer and Winter program coordinator

### **Role Description:**

To plan, promote and co-ordinate a varied programme of winter and summer journeys/events ensuring coach cover is available for any club activities and that the trip will meet both club and Canoe England requirements. Also request necessary permissions from the relevant authorities for access to launch or land when practical.

### **Responsible to:**

TCA Chair and committee, and to its members

### **Key Tasks:**

- To research locations and appropriate tides for timing of day or evening events
- Plan and organise a program for the winter and summer seasons
- Promote events to members using a range of methods – newsletter, e-mail, Facebook, website
- Attend committee meetings and give feedback on events

### **Liaison:**

Coaches  
Land owners/managers  
Club Webmaster  
Newsletter Editor

### **Time Commitment:**

Approx 3 hours per week.

### **Allowable Expenses:**

These must be approved by Chair/Committee and supported by documentation ie receipt or invoice and presented to the Treasurer.

### **Time Period of Post:**

One Year – from AGM to AGM