



## Role Specification: Medals Co-ordinator

- Responsible to:** KCASA Management Committee
- Main purpose:** To provide a central point for the ordering and supply of medals for all the KCASA disciplines; to liaise with each discipline's medals and trophy officer to ensure that medals are supplied as required; to provide purchasing and stock reports as requested by the Treasurer
- Skills required:**
- well-organised
  - able to work to tight timescales
- Time commitment:**
- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
  - report to KCASA Management Committee as necessary
  - 1-2 hours per month six times a year restocking
  - 3-4 hours before swimming championship arranging medal engraving
  - ensuring that discipline medals/trophy co-ordinators receive their medals in good time for their Championships
- Key tasks:**
1. To maintain contact with the discipline medals/trophy co-ordinators and identify an annual calendar of Championship dates/ medals required
  2. To liaise with the suppliers to ensure that sufficient medals are available for each session
  3. To liaise with the discipline medals/trophy co-ordinators in relation to delivery arrangements
  4. To arrange for surplus medals to be returned to stock
  5. To provide financial statements and stock reports to the Treasurer as required
  6. To promote Swim 21 accreditation
  7. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
  8. To adhere to and promote KCASA rules, regulations and other policy statements
  9. Undertake any other tasks appropriate to this level of responsibility

