

TWAPS COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

Role of Competition Secretary.

1. To attend Committee Meetings on designated dates and participate in Committee discussions including match updates and future bookings.
2. Notify the Committee of any match results and forthcoming fixtures.
3. To book match venues for the following year which involves liaising with various fisheries. Various trophies to be fished for on these matches at Match Secretary's discretion. Some of the Trophies are self-designating i.e. Thameside Trophy awarded for heaviest match weight during season.
4. Ensure match calendar is published on website along with match results when available including Facebook (match secretaries' discretion)
5. To keep a record of match points throughout the season. Pass details to the Committee member dealing with website updates and to the Society Secretary.
6. Book five (5) evening matches on either Wednesdays or Thursdays preferably in June for the Chairman's Shield. (Best 3 results to count). Venue is usually Shorne/Cobham depending upon numbers fishing. This booking can be varied subject to fishery availability and other factors. To be left to Match Secretary's discretion.
7. Choose trophies and arrange all engraving for winners and runners-up.
8. Present Trophies to winners at A.G.M. or alternative venue subject to circumstances regarding presentation time and meeting.
9. Choose and book the venue for the Fur & Feather Match for date in December.
 - i. Book hall for after-match activities, i.e. Prize giving, raffle, food etc.
 - ii. Arrange catering and bar facilities (if necessary)/hot drinks.
 - iii. Purchase raffle prizes (and tickets) and fishing prizes (£100 plus £6.50 per head.) Liaise with Treasurer regarding budget.
10. Carry out any other tasks as may be reasonably requested by the Chairman or other committee members
11. Assist any other Officer as required in the fulfilment of their duties
12. To keep an accurate record of any out of pocket expenses incurred, i.e. printing, postage, petrol, etc.