**Internal Galas Secretary**

**Introduction**

The Club Internal Galas Secretary is responsible for the development and management of the clubs Splash Nights and Club Championships.

**Who we are looking for**

* You will be enthusiastic with a good knowledge of the club and people within it.
* You will have a passion for the sport and a good knowledge of the club.
* You will be an excellent communicator with good verbal, written and IT skills.
* You will have excellent organisational skills including calendar management.

**What do the club expect from you?**

* To develop and manage the clubs splash nights and club championships, working closely with the Open Meet and Fixtures Secretary to agree on all upcoming fixtures.
* To manage the delivery of all Splash Nights and Club Championships.
* Liaison with the club treasurer to provide accurate financial information including fees and expenses.

**Level of commitment required**

This will vary from month to month, but will require more time during the weeks of Splash Nights and Club Championships.

**What will you gain from the experience?**

This is an exciting and engaging role which success and impact on the club will be determined by your own motivations and enthusiasms. As well as your ability to develop and manage the clubs internal galas, it is an opportunity to take on a new challenge and support the success and achievements of the club and its members.