

## 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: \_\_\_\_\_