

# Executive Officer

Organisation	Strathclyde Sports Union	Role	Voluntary
Group	Sports Executive Committee	Commitment	4-8 hours per week
Responsible to	Sports Union President	Duration	2020-21 Academic Year

## Main Responsibilities

1.	Provide high quality administrative and governance support to the Sports Executive Committee, supporting organisational objective and accurate record keeping of minutes.
2.	Represent sports clubs for all matters relating to official University of Strathclyde Teamwear and Leisurewear contracts, acting as liaison between members and the Sports Executive Committee.
3.	Assist the Sports President in the formulation of operational plans that outline the annual activities of the Sports Union. Contribute to projects to support the achievement of organisation level objectives.
4.	Support the Events Officer with the logistical planning and delivery of Sports Union events, deputising when required.
5.	Support Sports Union staff and other volunteers on the Sports Executive with the general planning, organisation and delivery of key events, such as Sports Ball, Captains Dinner and Elections.
6.	Attend and contribute to Sports Executive committee and sub-committee meetings throughout the academic year.

## Recommended Skills & Experience

•	Understanding of the barriers facing students with regards to accessing sport at the University
•	Awareness of the Sports Union organisation and internal structures from time served on a club committee
•	Strong communication, organisational, planning and delegation skills
•	Pro-active and enthusiastic individual with a passion for student sport at the University
•	Committed and able to contribute time and effort to the role