

## Scottish Student Athletics Committee Roles 2019-20

### Depute Chair

- Promote student athletics competitions and opportunities to clubs
- Assist Chair with athletics programme budget, managed by Head of Competitions
- Assist Chair in development and strategic goals of the Committee
- Assist the Athletics Chair in running of the events on the day and in prior organisation
- Assist the Athletics Chair in various tasks, such as organisation of National Squad
- Ensure that the Committee is working to the set strategic goals
- Must be prepared to arrive early to help set up Opening Match along with Indoor and Outdoor Championships
- Knowledge and experience of student athletics in Scotland
- Experience/enthusiasm for event management

### Secretary

- Assist the Chair as required with the administration of the Committee and liaise with various stakeholders
- Coordinate with local club in regards to organising a social event after each competition
- Assist other Committee members as required in the administration of their tasks
- Must be prepared to arrive early to help set up Opening Match along with Indoor and Outdoor Championships
- Must have strong written and oral communications skills with a wide variety of people, from students to high-level managers

### Event Director(s)

- Work with SSS Competitions Coordinator and Scottish Athletics to deliver Scottish Student Athletics events
- Ensure that all of the required equipment is present and working at events
- Ensure that event has a realistic schedule and that it runs as close as possible to this on the day
- Ensure that everyone involved at the event is clear on what is happening and when it is happening
- Must be prepared to arrive early to help set up Opening Match along with Indoor and Outdoor Championships

- Coordinate with Clubs to ensure that transportation and other logistics needs are met on their end
- Experience/enthusiasm for event management
- Excellent communications skills as a first point of contact for athletes, coaches, officials, staff, et cetera on the day

#### Media and Publicity Officer

- Must have experience creating and building a social media following, preferably in a sports related environment
- Knowledge of different social media platforms and how they can be utilised, e.g. Instagram, Twitter, Facebook -- and also tools for managing these
- Write summary reports after each competition
- Post regular, high quality relevant content on social media channels to drive organic steady growth and engage the desired audiences
- Create a clear consistent brand identity
- Preferable to have experience creating professional(-looking) content, e.g. with adobe suite
- Work with the SSS Communications Coordinator to organise photography for events, where possible
- Look to create and grow email list and send emails when appropriate using professional level template, e.g. mailchimp, to engage audience within Scottish student athletics
- Engage with target audience in a variety of ways, mainly digital but can include print
- Must be prepared to arrive early to help set up Opening Match along with Indoor and Outdoor Championships

#### Officials Coordinator(s)

- Work with SSS Competitions Coordinator & Scottish Athletics Officials Coordinator to source officials for all events
- Ensure that the required number of qualified officials are present in order for the event to run timeously
- Ensure that the volunteers have been sourced from each club in a proportional manner to ensure the smooth running of the event
- Liaise with the officials on the day to ensure that everyone is on the same page and the event runs smoothly
- Organise volunteers support for officials - including food & beverage
- Must be prepared to arrive early to help set up Opening Match along with Indoor and Outdoor Championships