



WELSH CLAY TARGET SHOOTING ASSOCIATION LTD
CYMDEITHAS SAETHU TARGEDAU CLAI CYMRU CYF

WCTSA VACANCY – GENERAL SECRETARY

Following the recent resignation of the WCTSA secretary Valmai Matulla, who we thank for all her hard work over the past 4 years, we now have a vacancy for the General Secretary position within the WCTSA.

The vacancy details are as follows,

- General secretarial duties to include
 - Arranging board meetings - to include venue booking and distribution of minutes and accounts prior to these meetings.
 - Arranging the yearly AGM - Again to include notifications and venue and minutes.
 - Liaising with other country associations.
 - Liaising with membership secretary and webmaster, social media account managers.
 - Replying to correspondence in a timely fashion.
 - Taking minutes in Board Meetings and at the AGM.
 - Any other reasonable associated task required by the board.
- Must be able to work independently and to set KPI's.
- Must have suitable computer skills and familiarity with Word and Excel type documents.
- Maintain and control stock levels of all Welsh Team clothing, skeet vets, badges, ties cravats , etc.
- Hold stock for all the above-mentioned Welsh Team clothing , etc.
- Help out organising the Home International Tournaments when held in Wales.
- Reports to the Chairman/Vice Chairman of the board .
- Position attracts an honorarium of £5000 per annum, plus travel expenses where relevant.

Anyone who is interested in applying should send an email to the chairman at chairman@wctsa.co.uk expressing their interest, and enclosing their CV along with a statement as to why they think they are the right person for the position.

Rob Harrison
WCTSA Chairman.

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