

Alpine Committee Secretary – Vacancy

Snowsport England's Alpine Committee has a forthcoming vacancy for the position of Committee Secretary. This role is to support the Alpine Committee (and sub-committees as required) and organise Committee meetings (approximately 5/6 meetings per year, generally conducted via Zoom).

The ideal candidate will be:

- Well-organised
- Possess good inter-personal skills and be a good communicator
- Have an enthusiastic interest in snowsports
- Have some knowledge of Alpine ski racing and the race community
- Be familiar with, and able to use Microsoft Office applications

The ideal candidate will be required to carry out the following tasks:

- To prepare and circulate agendas (with supporting papers) in consultation with the Chair
- To receive agenda items from other committee members
- To check that a quorum is present at each meeting
- To minute meetings and circulate the draft minutes to all committee members
- To ensure that a date is set for the next meeting at the end of each meeting
- To ensure that minutes are approved by the committee and published within 21 days of the meeting
- To check whether committee members have carried out action(s) agreed
- To ensure up-to-date records are kept of committee membership
- To maintain a list of all SE event trophies and their holders
- To support the Alpine Squad Manager with records of Squad meetings

It is expected that the successful candidate will have a handover with the present postholder prior to commencement in the position.

Deadline for applications is the **31st October 2021**

To apply for this position please complete and submit this [application form](#)

