**Terms of Reference for Gala Administrator**

The Club Gala Administrator’s primary role is to support to Club coaches when preparing gala entries.

Main functions are:

* Liaise with coaches undertaking gala entries to determine fees due from each swimmer, and to arrange collection of these fees.
* Arrange transfer of these collected fees to the Club Treasurer.
* To allow Club book-keeping, update the Treasurer each month on cheques held, and any amounts outstanding.
* For 2012 only: following the update of the Club’s website, to investigate an electronic payment option for fees.
* To provide administrative support to the coaches organizing ‘home’ galas.
* Other general administrative duties as required in support of the Committee

The Gala Administrator shall normally remain in post for two years.