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03/11/09

Dear Regional Secretary,

Please could you publicise the following among your members as you see fit:

EAF Crosses – Administrator

The English Archery Federation is looking for a volunteer to administer and develop the successful “Cross” badge scheme. The administrator would be expected to:-

- Distribute crosses to claimants within one week of receipt
- Maintain stocks of all the crosses, liaising with the Treasurer to order more stocks.
- Maintain stocks of required stationery and postage, claiming for expenses from the Treasurer.
- Maintain financial and statistical records of all claims and expenditure
- Bank funds received for claims promptly.
- Provide regular information as required on the scheme to the Treasurer and EAF committee.
- Arrange for supplies of relevant crosses to be made available at major tournaments across the country wherever possible, and to make suitable arrangements for crosses to be distributed and money collected at those tournaments.
- Make proposals for the further development of the scheme to the EAF committee, and assist in their implementation.
- Produce occasional reports on the operation of the scheme for Archery UK and the EAF website.

The role of Administrator is not a committee post, but the Administrator is welcome to attend Committee meetings and the EAF AGM (three meetings per year).

Anyone interested in this role should contact the Secretary of the English Archery Federation (Sally Allen) at 95A, Shirley Road, Southampton SO15 3FE or by email to sallys.mailbox@gmail.com

Applications will be acknowledged by email

Yours sincerely,

**Nick Beeson,
Chairman, English Archery Federation**