



## Records Volunteer Subgroup Role Description

### Role Overview

Scottish Archery is the national governing body for Archery in Scotland. We strive to create an environment where everyone can reach their potential, whether as a competitor or in a volunteer role. We have a small but dynamic team of staff and volunteers who are passionate, knowledgeable and experienced.

We are recruiting for a new Records Subgroup volunteer. If you are passionate about archery and being part of a small team working in a specific area to develop the sport, then read on or get in touch for an informal chat – we would love to hear from you!

### Purpose

The purpose of the Records subgroup is to:

- oversee Scottish Archery record claims.
- administer record claims and update records.
- review the process for applying for a record claim, and for updating live forms.

### Main Duties:

- Attend and contribute to subgroup meetings
- Contribute to the development of the subgroup action plan
- Complete any assigned actions decided at subgroup meetings in the timeframe required within the action plan

### Experience

- No previous subgroup experience is required.

### Skills and Abilities

- The ability to communicate ideas and to facilitate discussions.
- A good team worker
- Impartiality and fairness
- Excellent time-keeping
- Excellent organisational skills

### Time commitment

- The average time commitment is 4 hours per month. This will include attendance at subgroup meetings as and when required, and any actions assigned during meetings.
- All meetings will be held online via Teams.



## Additional

This role is accountable to the National Development Manager. Subgroup roles are non-remunerated and will be undertaken in a voluntary capacity. The role is open to members and non-members. The maximum time on subgroups will be 3 years.

We welcome applications from people of all backgrounds and communities to ensure that Scottish Archery best represents the needs of our members and participants. If you would like to discuss any reasonable adjustments or requirements during the process, please state this in your application or contact **Lyndsay Noon** using the details below.

## Volunteer Recruitment Process

- To apply – please complete the online form by following this link:  
<https://form.jotform.com/230363160835350>
- The application window will stay open until we have filled the roles.
- The successful applicant will be invited onto the subgroup after a successful recruitment and selection process.
- Once appointed, new volunteers will take part in the Scottish Archery volunteer induction process.
- If you have any questions or would like to chat about any aspects of volunteering with Scottish Archery, please contact Lyndsay Noon  
lyndsay.noon@scottisharchery.org.uk , or call 07821 658 076