

FACTSHEET



Role of the SSAGO Notification's Manager

FS: 38

Introduction

This factsheet explains the role of the SSAGO Notification's Manager. Its main purpose is for those thinking of applying for the position to gain an insight into what the position entails.

What is the Notification's Manager?

The Notification's Manager is an assistant to the SSAGO executive committee. Their role is to check Nights Away Notification forms and Activity Notification forms. They are also required to 'chase' clubs to send in notification, ie in the run up to freshers' camps or if a club is advertising a camp but has not submitted their notification the Notification's Manager should be contacting these clubs in order to prompt them to complete the appropriate forms.

The Notification's Manager should keep an eye on club websites, facebook events and the like to ensure that forms are being submitted for nights away and adventurous activities. The Notification's Manager should work with clubs to fill out these forms in order to keep a good working relationship with all clubs.

How do I know what to check?

Once appointed the Executive Committee are responsible for

providing the Notification's Manager with two factsheets, one for checking Nights Away Notification forms and one for checking Adventurous Activity Notification forms. These should provide all the necessary information for the Notification's Manager.

The Notification's Manager may, if they wish, perform 'spot checks' on home contacts listed on these forms to ensure that clubs have provided them with all the necessary information.

What if I am concerned about something I check / a club isn't responding?

The executive committee are on hand to support you as an assistant. Any problems should be reported in the first instance to the SSAGO Secretary and taking it to the SSAGO Chairperson if necessary.

How do I apply for the position?

The executive assistant's roles are reviewed every year but this does not necessarily mean they will be opened for re-appointment each year. When they are opened this should be announced to members via email and on the SSAGO messageboard. This will provide the exact details of how to apply. It is likely to be a simple email detailing your SSAGO experience and why you would be good in the position of Notification's Manager.

The executive committee are responsible for evaluating and appointing the executive assistants, it is not put to member's vote.