

## EXECUTIVE OFFICER

<b>POSITION</b>	Executive Officer
<b>TERM OF OFFICE</b>	AGM to AGM. No limit on number of times elected.
<b>DISMISSAL</b>	May be dismissed under Articles 9 and 24.
<b>SAA COMPANY</b>	Director of the company.
<b>COMMITTEE MEMBERSHIP</b>	Executive, National Council
<b>REPORTING</b>	To the Executive, the National Council, the AGM in writing one month before the meeting, and to the membership as necessary.
<b>EXPENSES</b>	May claim reasonable expenses from national funds to cover the costs of: postage stationery telephone and electronic communication Travel and accommodation when on official SAA business with the prior approval of the SAA Treasurer. Reference manuals, journals & other Diving related publications
<b>FINANCIAL AUTHORITY</b>	May authorise expenditure incurred on behalf of the SAA up to the sum of £250.

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### DUTIES:

1. In consultation with the Vice-Chairman and the Executive, shall be responsible for the vetting and booking of a suitable venue for the Annual General Meeting.
2. To liaise with the SAA Awards Committee in relation to the awarding and co-ordination of the SAA Awards.
3. Responsible for the co-ordination of the George Arnold Trophy.
4. To undertake tasks and projects at the request of the Executive.
5. To co-ordinate, liaise and bring a speedy conclusion to any Boards of Enquiry set up to investigate matters of discipline or complaint in conjunction with the Secretary.
6. To communicate current policy to the membership through the official Newsletter, internet site and, if necessary, by written communication to clubs/members.
7. To co-ordinate all internal and external corporate communications. To raise the profile of the Association and to maximise all possible positive publicity and minimize negative publicity. To appoint and line manage the Public Relations Officer.

### DELEGATION

The Executive Officer may, with the prior approval of the Executive, delegate part of the duties to other suitable persons as the circumstances require. In such circumstances the Executive Officer will remain fully responsible and accountable for the proper execution of all duties and responsibilities.