

West Midlands Orienteering Association
Fixtures Secretary

1. Represent the WMOA at two annual meetings of the national Events Scheduling Group (ESG). These are held in March and October, in the evening and via Zoom.
2. Chair the WM Fixtures Group which is attended by the Fixtures Secretaries of the WM clubs. It meets twice a year, a fortnight after ESG meetings, again in the evening and via Zoom.
3. Maintain the rota of WM major events & competitions, noting which clubs are hosting them.
4. Identify events for WM League & WM Urban League in conjunction with Club Fixtures Secretaries.
5. Manage WM Urban League webpage. (This uses the software developed and supported by Roger Thetford, used by both the UKUL and other region's urban leagues. There are instructions on how to use it.)
6. Liaise with the WMOA Webmasters to publicise WM competitions & leagues.
7. Liaise with Club Fixtures Secretaries to minimise date clashes.
8. Attend and provide update report to WMOA AGM (an evening meeting, held face to face) and Committee meetings (held quarterly on Monday evenings via Zoom).