

BLU Secretary - Volunteer Role

Role outline

To support the BLU team in delivering Longboard events that enable surfers from Under 16 right through to over 50's to compete in competitions. To develop the tour with the aim of running a minimum of 3 events each year that are valued and supported across the UK longboard community.

Key elements of this role are:

- To organise meetings, including AGM (Dates, agenda, supporting documents and minutes). Two formal face to face meetings a year and 2-3 checkpoint online meetings
- To monitor and manage the BLU email account weekly
- To contribute to the BLU team WhatsApp chat as needed
- Build, monitor, update and communicate event action plans (templates already in place)
- To respond and manage entries for each event
- Work with Surfing England to manage the BLU membership database
- Work with social media, website and sponsorship reps to ensure that information posted is accurate
- Liaising with Competition Director and Treasurer to source prizes and funding for each event
- Develop and implement action plan for the BLU stand for the annual Surf Skate Expo in Newquay
- Maintain all required BLU Policies and Key Documents

Essential skills required:

- Passionate about developing the BLU
- Strong organisational skills
- Good communication skills
- Word and basic Excel literate
- Ability to listen and advocate in a constructive and collaborative way
- Resilient, flexible and trustworthy
- Where appropriate, agreement to keep discussions confidential and to preclude yourself from any decisions that could represent a conflict of interest

Desirable skills:

- Previous experience of similar role
- Project Management skills

Main time requirement considerations:

- Weekly around 20- 30 minutes for email and WhatsApp management

- 7 -10 hours for the annual meeting usually take place November
- Organise AGM style meeting – this will be an inaugural meeting for 2026
- For events allow approx 2 hours to develop and issue plan then 2 hours a week 4 weeks before event to update and progress and respond to entries etc