



COMMITTEE POSTS

Secretary's Duties:

1. Take minutes at meetings, write up and send out.
2. Organize meeting arrangements for 3PT Committee
3. Book hall for next event.
4. Book St Johns Ambulance to provide First Aid cover for the event.
5. Book coach(es) for Platinum Route.
6. Organize packs for checkpoints and base to include - checking in sheets; spare pencils, clipboards and covers, water where required, list of phone numbers/contact details of other checkpoints; tents where required.
7. Liaise with Monmouthshire CC to get info on event into their publicity.
8. Contact police/mountain rescue prior to event to advise of them of when the event will take place.
9. About 4 weeks before the event contact Brecon Beacons National Park, National Trust advising them that the event is taking place. Also contact the Highways Department of Monmouthshire and Powys to find out if there's any road closures/footpath closures. If there are any closures, organize diversions.
10. Write to local pubs Crown & Bell before the day advising them of event.