

AIVC Liaison Officer (ALO) – Job Description

- Act as the main contact for the Association of IVC Clubs (AIVC) and other IVCs across the country.
- Receive the AIVC Newslines and ensure that it is distributed to all members.
- Receive programmes/bulletins from other IVCs and see if there are any ideas for events or general items which may be of interest to West Kent IVC.
- Liaise with neighbouring club's ALOs to promote and organise joint events.
- Receive information of other IVC's holidays and distribute to West Kent IVC members upon request.
- Ensure that AIVC business is raised at committee meetings.