

# *Newcastle Ramblers Bushwalking Club*

## **JOB DESCRIPTION - PRESIDENT**

1. Provide leadership and direction
2. Official spokesperson for club
3. Chair and run meetings
4. Introduce and thank guest speakers (gift)
5. Holds a set of keys to the hall and PO box
6. Call committee meetings
7. Prepare an Annual Report for AGM

Public speaking skills are desirable

Elected at AGM

## **JOB DESCRIPTION - VICE PRESIDENT**

1. Stand in for President
2. File completed walk waiver forms and monitor submission
3. Organise gifts for guests
4. Public relations (publicity, liaison with camping shops, etc)
5. Coordinate fundraising activities

Public speaking skills are desirable

Elected at AGM

## **JOB DESCRIPTION - SECRETARY**

1. Take meeting minutes
2. Collect mail and sort it
3. Hold a set of keys to the hall and PO box
4. Open the hall before meetings
5. Issue notices, new member kits, etc
6. Respond to queries, eg, from prospective new members
7. Communicate with Confederation (send forms, receive and distribute paper documents)
8. Put out and recover attendance book
9. Keep copies of and distribute all forms and other club documents

Elected at AGM

### **JOB DESCRIPTION - TREASURER**

1. Manage the Club's finances prudently
2. Collect fees and other money
3. Bank Money
4. Manage Petty Cash
5. Write cheques
6. Issue receipts
7. Maintain records
8. Pay rent, bills etc
9. Pass membership information to Membership Secretary
10. Arrange Audit if required
11. Prepare an Annual Financial Report for AGM
12. Prepare a budget for the following year

Elected at AGM

### **JOB DESCRIPTION - COMMITTEE MEMBER (3)**

1. Attend committee meetings
2. Contribute to running of the club
3. Be aware of club procedures, aims and objectives

Elected at AGM

### **JOB DESCRIPTION - COMMITTEE**

1. Manage club affairs
2. Meet at least 3 times per year
3. Decide on equipment purchases and other expenditure
4. Develop policies covering club activities
5. Coordinate club responses to emergencies
6. Ensure constitution and legislative requirements are observed
7. Monitor insurance issues; Ensure insurance coverage and deal with claims
8. Approve new member applications
9. Develop and review risk management framework
10. Organise for the distribution of the program and newsletter (e-mail and paper versions)

Chaired by the President.

Minutes will be kept

An agenda will be available before each meeting

### **JOB DESCRIPTION - TRAINING OFFICER**

1. Develop a training plan each year consistent with risk management framework and the Club's activities
2. Review Confederation advice on risk management and training
3. Coordinate training delivery

Appointed by Committee

### **JOB DESCRIPTION - WALKS OFFICER/S**

1. Run walks planning meetings
2. Put programme together (walks and meetings) and arrange printing
3. Review walks gradings for submitted walks
4. Vet walks/leaders in consultation with committee
5. Put out sign on sheets and walk waiver forms at meetings

At least one must be an experienced walker

Appointed by Committee

### **JOB DESCRIPTION - CONFEDERATION REPRESENTATIVE**

1. Represent the club at Confederation meetings, particularly the AGM or special general meetings

Appointed by Committee as necessary

### **JOB DESCRIPTION - LIBRARIAN**

1. Manage the club library
2. Recommend books/magazines to purchase or sell/terminate
3. Record borrowing and return of books, magazines, EPIRB, YHA card, etc.

Appointed by Committee

### **JOB DESCRIPTION - GEAR OFFICER**

1. Manage the club's gear for hire
2. Record borrowing and return of gear
3. Arrange maintenance/repair as necessary
4. Recommend new purchases or disposal of old gear

Appointed by Committee

### **JOB DESCRIPTION - MEMBERSHIP SECRETARY**

1. In association with the Treasurer, maintain the club's membership records, including details of whether information is to be sent by e-mail or paper

2. Keep all individual member waiver forms
3. Maintain the Yahoo group for members and send official e-mail to Club members
4. Manage the club's e-mail address (ie, answer e-mails or forward messages on to the appropriate persons)
5. Send updated membership list to all committee members once a month if it has been updated
6. Arrange address labels or envelopes for posting items to non-e-email members

Must have access to a computer

Appointed by Committee

### **JOB DESCRIPTION - ASSISTANT TREASURER**

1. Stand in for and assist the Treasurer, by collecting money, writing receipts, etc

Appointed by Committee

### **JOB DESCRIPTION - NEWSLETTER EDITOR**

1. Gather material for the club newsletter
2. Put the newsletter together
3. Arrange printing of newsletter

Probably needs a computer

Appointed by Committee

### **JOB DESCRIPTION - PHOTO COMP ORGANISER**

1. Arrange an external judge for the photo comp
2. Set the categories for the competition
3. Collect the submitted pictures/slides and deliver to the judge in time for judging

Appointed by Committee

### **JOB DESCRIPTION - PUBLIC OFFICER**

1. The contact for the club in relation to incorporation matters
2. Ensure that the Club complies with legislative requirements in relation to its incorporation

Appointed by Committee

### **UNALLOCATED JOBS**

1. Greet visitors - everyone?