



COMMITTEE RESPONSIBILITIES

President

- Lodge Officer
- Co-ordinate Committee
- Organise and chair meetings
- Give direction, guidance and control
- Yearly report at the AGM
- External liaison

Secretary

- Send out Agenda for all meetings
- Record, type and distribute Committee Meetings Minutes
- Read and type all correspondence
- Provide miscellaneous secretarial support

Treasurer

- Maintain accurate accounting system
- Organise annual accounts for subs
- Bank money relating to the Committee
- Progress reports to the Committee
- Provide appropriate Committee members with list of current financial members
- Yearly report at the AGM

Booking Officer

- Co-ordinate and confirm all bookings
- Prepare lodge lists
- Bank booking money
- Prepare Booking rules and forms for the season
- Progress reports to the Committee
- Provide Booking Analysis and report at the AGM

Maintenance Officer

- Organise / Oversee maintenance program and work parties in conjunction with Project Officer
- Plan maintenance schedule
- First response for maintenance issues during season
- Progress reports to the Committee
- Yearly report at the AGM

Project Officer

- Responsibility for Club Project File
- Responsibility for keeping members informed on the status of projects
- Lead project subcommittees
- Monthly committee and AGM reporting
- Planning, organising and overseeing work parties in conjunction with Maintenance Officer

Catering Officer

- Organise pre-season stocktake and supplies
- Maintain Club supplies through out the season
- Liaise with the Custodians regularly throughout the season
- Progress reports to the Committee
- Yearly reports at the AGM

Marketing Officer

- Prepare and instigate a plan to increase member base.
- Co-ordinate, prepare and regular member communication updates.
- Responsibility for Club website.

Club Captain / Social Officer

- Organise and implement race calendar
- Prepare / Train those interested in racing
- Organise friendly race events with other clubs
- Progress reports to the Committee
- Liaison between Juniors and Committee
- Organise in-season events at the club
- Organise Christmas / end of season party.

Membership Officer

- Follow up new member leads
- Follow up new member work party status
- Maintain membership database
- Maintain list of all current financial members
- Liaise with new members in writing