



# COMMITTEE POSITION DESCRIPTIONS



## **President**

- Notification/Correspondence to officers and committee
- Agenda formulation
- Liaising with members/WAIS/Council/PWA/ANA/PC and other clubs
- Communication to members
- Sourcing sponsorships + maintaining these sponsorships
- Formation of a sponsorship scheme with committee
- Formulation of policy documents

## **Vice President**

- Assist President with performance of their responsibilities
- Exercise of key decisions in the absence of the President
- Range of duties as listed under the President description

## **Secretary**

- Recording + typing of minutes from meetings
- Distribution of emails to relevant officer
- Mail collection + re-distribution in conjunction with President
- Assisting with formulation of policy documents with President & Membership Officer

## **Treasurer**

- Monitoring financial status of club
- Reimbursement of expenses
- Collection of and payment of monies (with MO + Pres)
- Financial reporting
- Assisting with invoice/supplier payments

## **Membership Manager**

- Replying to new member enquiries via email
- Collecting membership forms
- Collate forms + acceptance
- Work out total liability to PWA for memberships
- Write cheque (EFT) with Treasurer/Secretary/President) for PWA
- Submit forms + payment to PWA
- Writing + sending of letters to members 2 weeks prior to 30 September
- Assist with membership drive day (3 Oct)
- Monitor Payments of new + renewing members
- Assist with drafting of induction package

## **Facility Manager**

- Monitor safe day-to-day running of shed
- Noting/carrying out any maintenance required
- Monitoring boat storage accommodation and dealing with any issues arising with Membership Officer and President



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## **Club Development Manager**

- Assisting with running of club nights
- Organisation + payment of club open days
- Assist with sponsorship
- Assistance with organization of key club events such as Paddle Challenge, Autumn River Festival
- Organisation of club instruction of new members using club craft

## **Squad Coaches**

- Monitor safe day-to-day running of shed
- Noting any maintenance required and reporting to Facility Manger
- Monitoring boat storage accommodation and reporting to Facility Manager

## **Web Manager**

- Website administration
- Communication to members