

SOUTH GIPPSLAND WALKING AND ADVENTURE CLUB COMMITTEE MEMBERS ROLES/DUTIES

President:

- Chair meetings
- Organise agenda items for meetings i.e guest speakers, gear demos etc
- Be the spokesperson for the club and first contact for prospective members
- Produce President's report for the AGM and newsletters
- Open the community house for meetings or arrange someone else to do it.

Vice President:

- Co-ordinate supper for meetings – tea, coffee, nibbles etc
- Assist President arrange guest speakers, gear demos etc
- Stand in for President as necessary
- Get contact details from potential new members at meetings and handout Membership forms

Secretary:

- Take and deliver minutes at meetings
- Maintain contact with BWV and Combined Gippsland Clubs
- Check website and answer queries
- Pre-read and summarize the mail
- Answer and follow up mail enquiries
- Maintain Club Registered Documents File
- Carry out all functions previously carried out by the Public Officer including lodgment of the Annual Statement, notification of changes of Association details and ensuring the Club's Rules are compliant with the Associations Incorporation Act.

Treasurer:

- Keep accounting records
- Pay bills, and deposit monies received
- Account for petty cash
- Prepare reports for general meetings
- Prepare an annual statement of income and expenditure for the AGM
- Maintain Member's Communications List
- Email President and Secretary and Newsletter editor with contact details of new members

Newsletter:

- Collect items for the Footprints Newsletter
- Edit and publish the newsletter, print, collate and distribute to members - (email and post as necessary)
- Email a copy to the Webmaster for the website
- Deadline for articles to be the date of the Activity Planning Meetings
- Write an Editor's message for the Newsletter
- Newsletter to be distributed within one week of the Activity Planning Meetings

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Walks Coordinator:

- Provide blank templates for Activities planning meetings
- Produce walks program
- Report on past activities and foreshadow coming events at general meetings
- Encourage people to lead activities
- Be familiar with the Club's Emergency Contact System requirements.
- Decide when emergency contacts are required for an activity. Ensure activity leaders complete the required paperwork and are familiar with the emergency procedures.
- Manage the PLB (personal locator beacon) decide which outings warrant it's use, (i.e wilderness and remote area trips).
- Collect activity sheets after the excursion.
- Prepare a report for the AGM

Tuesday Walks Coordinator:

- Maintain the email list for Tuesday Walkers
- Maintain the annual spreadsheet for walks by area
- Maintain pre filled Participant's lists for Tuesday walks
- Consult with walkers for suggestions for future walks. Compile monthly walks selection with details of leaders, description of walks, meeting places and time, transport details, items to be taken on the walk.
- Email monthly walks selection to Tuesday Walkers at the beginning of each month.
- Email monthly walks selection to Walks Coordinator for inclusion on Walks Program
- Email Walks Leaders the Participants lists for completion on their walks.
- Send reminder emails each week
- Make sure leaders are aware of their responsibilities as leaders – refer 'Tips for Day walkers' and Vic Walk booklet 'Walksafe and SGWAAC Guidelines for Leaders.
- Consult with Walks Coordinator and other committee members regarding management and safety issues that arise within the group.

Equipment Manager:

- Care for and hire out the Club's equipment – 1 PLB, 1 tent, 2 packs, 1 Trangia, 2 mats and raincoat. Determine cost of hiring in conjunction with the committee.

Publicity Officer:

- Place regular articles in the local newspapers of Club activities
- Place AGM notice in the Sentinel Times and Star two weeks before the AGM

Webmaster:

- Keep the website (www.sgwaac.org.au) up to date.
- Redirect any queries to appropriate committee member.
- Upload latest newsletter and walks program to the website.

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Librarian:

- Maintain the club's books and magazines
- Attend general meetings (or arrange an alternative) to allow members access to the library.
- Keep a record of borrowings
- Keep catalogue up to date.
- Do an annual stocktake

Emergency Contact People:

- Be familiar with current club policies and procedures.
- Know the relevant protocol should an emergency arise
- Ensure activity leaders complete all necessary requirements before undertaking an activity requiring an emergency contact