

## **GUIDE LINES FOR MANAGEMENT POSITIONS continued....**

### **TREASURER**

Treasurer's duties include issuing of receipts, paying accounts, depositing of all receipts in the bank, preparing of the Clubs monthly financial and annual reports, including the Club's Budget and supervision of investment deposits.

Supply financial advice to Management Committee, also to keep all necessary ledgers (books and journals) in line with the Justice Department, and to liaise with the Club's Auditors for the Annual Club's Statements.

### **ASSISTANT SECRETARY**

To assume the role of secretary if secretary is not available. Induction of new members and handle sales of Club's Promotional Material. ( Club T Shirts etc.)

### **BULLETIN EDITOR**

To attend Management Meetings.

To publish reports from Management Members.

Advertise coming events for Vice and Rear Commodores, such as Socials, Fisho's, Seafaris, etc.

Publish any information necessary from other Clubs.

Supply copies of membership forms, fishing rules, rules and by-laws of the club.

Any further copying that the Club may need.

To put together the Bulletin and Newsletter for distribution.

### **BUILDING AND MAINTENANCE**

To ensure the continuous operation of Boathaven, e.g. provision of fuels, toilet and janitorial supplies. To maintain the upkeep and services of Boathaven.

To conduct meetings as required to discuss aspects relating to the general maintenance of Boathaven and possible changes to policy, building or site.

As a consequence of item 3, form a report for presentation/discussion at management meetings. Attend Management meetings to present the monthly report and answer questions or provide explanations for the meetings.

Be responsible for the financial expenditure involved in carrying out duties required.

**Two other Management Committee Members** to sit on Management and help in the running of the Club.

## **GUIDE LINES FOR OTHER POSITIONS**

### **SAFETY OFFICER**

Promote safety to the Club's members by regular articles in the Club Bulletin and to arrange for guest speakers at the General Meetings.

### **INSIDE FISHING CAPTAIN**

Supervise the Inside Fishing Competitions.

To attend weigh out & weigh in and allocate points for the competition.

### **DEEP SEA FISHING CAPTAIN**

Supervise the Deep Sea Fishing Competitions.

Attend weigh out and weigh in and allocate points for the competition.

### **FUNDRAISING CHAIRPERSON**

To organize all fundraising activities for the club's year, e.g. raffles.

### **LOGGING CHAIRPERSON**

To organize all logging activities for the club's year.

### **SUB-COMMITTEES**

#### **BOATING ACTIVITIES COMMITTEE**

Through the Vice Commodore, organize all boating activities for the club's year, e.g. rallies and Seafaris.

#### **SOCIAL COMMITTEE**

Through the Rear Commodore, organize all social activities as well as supplying supper and the running of raffles at the Club's General Meetings.

#### **BUILDING AND MAINTENANCE COMMITTEE**

Through the B&M Chairman to arrange for the general maintenance and improvements at Boathaven.  
To take an active part in the working bees conducted.