

OTMC Committee Positions and Responsibilities:

President

- **Overview**– there is no fixed tasks for the President aside from the chairing of meetings. President styles vary from person to person, but generally to be successful as the President you need to be prepared to invest a significant amount of time towards the running of the club.
- **Sense of history** – The club has been around longer than all of us, and there is little that has not been discussed or tried before. The club has a significant number of inactive long-term members who remain in the club because of what the club has provided for them – be aware of our membership and respect their view
- **Governance** – The OTMC is an Incorporated Society and must follow our Constitution. The Constitution sets out the procedures for the legal side of club activity and needs to be followed.
- **Vision** – The club has always evolved, so be prepared to formulate a vision in conjunction with the committee and guide the club in the chose direction.

Vice President

Overview– the Vice President role is to cover for the President when he/she are not available.

Treasurer

- **Accounts Payable** – paying all expenses on time, following up on any issues.
- **Accounts Receivable** – raising invoices for any income and following up on any non-payment issues.
- **GST** - preparing and submitting a GST return twice a year.
- **Charities Service** – preparing and submitting the yearly return.
- **Monthly Financial reporting** – preparing the monthly cash reporting for the committee meeting and reconciling bank accounts.
- **Cash Flow** – manage cashflow and prepare options for the committee meetings.
- **Trip costs** - Monitor and record trip costs, follow up on any non-payment of trip fees.
- **Provide financial oversight** - report to the committee on any financial matters.
- **AGM reports** - prepare Annual General Meeting Performance Report.
- **Rates Rebate** – prepare application for rates rebate.
- **Audits** - liaise with Audit Professionals on annual audit requirements.
- **Bank Accounts** -manage Internet banking and account signatories and liaise with bank as required.

Chief Guide

- **Trip Programme** - Coordinate and formulate the Biannual Trip Programme. Endeavour to obtain a good spread of trip types, grades, and destinations, although this is largely dependent on the trip leaders.
- **Trip Leadership** - Encourage new trip leaders with suitable experience of participation on trips. Support trip leaders with planning, the organising of tramping parties and progressing from leading day trips to leading weekend trips.
- **Weekend Trip Lists** – at least 4 weeks before each weekend trip, produce the printed ‘sign-up trip list’ to be left at the clubrooms.

- **Trip Transport (Van Hire)** – Arrange the van hire as and when they are likely to be required based on the numbers for the trip. First preference is Hirepool using a 12-seater van with luggage space and reduced excess insurance.
- **Trip Statistics** - Maintain statistics for the Weekend Trips, the information is taken from the completed SAR lists and includes recording participant names and membership status
- **Trip Blurbs** – Liaise with trip leaders to provide trip blurbs to both the Bulletin Editor and Weekly Update compiler (can either be written by the Chief Guide or Trip Leader)

Day Trip Convenor

- **Trip Programme** - Coordinate with the Chief Guide to formulate the Biannual Trip Programme. The priority is to secure a tramping day trip every Sunday, followed by cycling trips and Saturday tramping trips.
- **Trip Leadership** – Encourage new trip leaders, inform them of the procedures and support them with planning etc.
- **Ahead of the trip** – contact the leader a couple of weeks ahead of their trip and confirm availability. Make sure they know both the SAR and PLB procedure, and how to obtain the day trip PLB.
- **Trip Statistics** - Maintain statistics for the Day Trips, the information is taken from the completed SAR lists and includes recording participant names and membership status.
Note: The club is required to record the Day Trip information as there is a limit of 12 day trips permitted per person in a 12 month period (as allowed in the Health and Safety at Work (Adventure Activities) Regulations 2016).
- **Trip Blurbs** – Liaise with trip leaders to provide trip blurbs to both the Bulletin Editor and Weekly Update compiler (can either be written by the Day Trip Convenor or Trip Leader)

Membership Secretary

- **Membership Register** – maintain the register of current member's records including names, addresses and contact phone numbers. Remove the details of members who resign or do not pay membership fees. The Membership Database is electronic.
- **Annual Subscriptions** – send notices of subscriptions due.
- **Membership Nominations / Resignations** – notify the committee of membership nominations received for formal approval at a committee meeting. Once approved, send the newly elected member notice of their successful nomination and a copy of the constitution.
- **Electronic Bulletin Distribution** – a mailing list is maintained to allow the electronic Bulletin to be emailed out to one address (this avoids having to use the BCC function).
- **Printed Bulletin Distribution** – the membership database produces a PDF output that is used to print mailing labels for the members who receive a hardcopy of the Bulletin. We also send copies to FMC, the Hocken Library and DCC.
- **FMC Backcountry Distribution** – FMC publish Backcountry four times per year and is currently posted to all members. This requires an A5 envelope, and postage is expensive. Aim to bring all copies to a club meeting and encourage as many members as possible to take copies to distribute (don't put the stamps on until ready to post).

Secretary

- **Committee Meeting Agenda / Reports** – send an email reminder to the committee one week prior to the monthly meetings as a reminder to circulate their reports and request items for the agenda. Issue the meeting agenda the Friday prior to the committee meeting.
- **Meeting Minutes/Reports** – Maintain a record of meeting minutes including the monthly committee meetings, annual AGM and any special/extra meetings which may be required. Maintain a hardcopy of all Committee meeting Minutes and related reports (from time to time older copies will be deposited in the OTMC archive at the Hocken Library)
- **Inwards and Outwards Correspondence** – Collect the mail from the clubrooms on a regular basis and maintain a record of all inward correspondence received. Distribute mail to the appropriate committee members e.g. bank statements, accounts to the Treasurer and membership forms to the Membership Secretary. Action any outwards correspondence where required or requested e.g. sympathy cards, submitting proposals.

Gear Hire

- **Gear cupboard maintenance** – ensuring gear is put away in the correct place and generally kept tidy.
- **Hiring Out Gear:**
 - All gear is recorded in the Gear Hire logbook when being hired out – this includes date, name, phone number, item, item number, member/non-member, fee (\$).
 - Gear is hired out in good condition and clean (crampons in pairs)
 - Collect payment and explain ‘rules of hire’ when necessary (refer to OTMC Gear Hire Procedure - attached to door)
- **Returning Gear:**
 - All gear is returned by due date and if necessary, follow up on overdue returns.
 - Gear returned is clean and in good condition (crampons in pairs).
- Notify committee if purchases are required (replacements, new items required)
- Pass on collected monies to the Treasurer.

Bulletin Editor

- The monthly Bulletin is published 11 times per year (The January / February edition is combined)
- Gather up the various contributions for the monthly bulletin (including reminder emails). Be aware of the closing time for the weekend trips, and ensure trip blurbs for these are published early enough for people to sign up for the trip)
- Compile the Bulletin with a desktop publishing program, using a basic template which has evolved and is now pretty static.
- Edit content as required to fix spelling, grammar, hyphenation, and particularly to make content fit to scheme (otherwise most contributions are “as received”).
- Add an Editor’s comment as required
- Arrange printing of printed copies (currently using Uniprint at the University of Otago). The Bulletin is printed in black and white due to cost restraints.
- Format to PDF for emailing.
- Distribution is normally handled by the Membership Secretary.

Social Convenor (weekly meetings co-ordinator)

- This position has been done either individually or as a group, and both have had their pro's and con's.
- The club aims to provide some form of speaker or other planned event each week (mid-January to mid-December). Speakers are normally obtained by following up on ideas from other members or being alert to what members have been up to.
- Tray and plan up to three months in advance
- Provide blurbs to the Bulletin Editor and Weekly Update person.
- Confirm with the speaker a couple of weeks out that they are still available, and make sure they have everything they need.
- Generally, we give outside speakers a small gift, but not for members
- Arrange for someone to thank the speaker (it does not have to be the meeting co-ordinator each week)

Clubrooms

- The clubrooms co-ordinator is responsible for looking after the upkeep of the clubrooms, both inside and out (this may be either physically, or as an overseeing type role where others are co-ordinated to assist with the actual work)
- Periodically check the condition of the exterior of the clubrooms and grounds. Look for any defects that need attention.
- Arrange for regular cleaning up of the grounds (weeds, sweeping etc.) and the inside of the clubrooms.