

BPC Committee Position Descriptions

President

- Notification/Correspondence to officers and committee
- Agenda formulation
- Liaising with members/WAIS/Council/CWA/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
- Website administration
- Distribution of emails to relevant officer
- Mail collection + re-distribution (in conjunction with Pres)
- Assisting with communication to members (with Pres + MO)
- Assisting with formulation of policy documents (with Pres + MO)

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 Officer

- Replying to new member enquiries via email

- Collecting membership forms (with Secretary + Pres)
- Collate forms + acceptance (bottom of form)
- Work out total liability to CWA for memberships (list of costs attached)
- Write cheque with (Treasurer / Secretary / Pres) for CWA
- Submit forms + payment to CWA
- 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
- Distribution of new membership cards to members
- Assist with monitoring service requirements (with Pres) if comes into effect for 09/10
- 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 MO and Pres)

Club Development Officers

- 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