



Committee Roles

President

Chairs committee meetings, chairs club meetings, attends meetings with AUSA, provides club leadership and oversees and provides support to all committee members. Is responsible for overseeing all club activities and providing strategic direction for the club.

Vice President

Fills the role of President when the President is away. Provides support to the President and other committee members.

Treasurer

Is in charge of the club's finances. Handles all payments out of club accounts and keeps a record of payments in. Keeps the accounts up to date and prepares them for auditing. Prepares the club budget and monitors the club finances to make sure spending is within budget constraints.

Training

Coordinates all training courses. Liaises with the instructors /shops that the club uses to arrange dates of courses. Coordinates groups of members to fill each course. Keeps the Training page on the club website up to date. Ideally is super organised, likes people and doesn't mind answering the same questions daily!

Trips

Prepares the annual trip schedule with the committee and makes initial enquiries, negotiates prices and makes bookings with operators. Keeps the Trips Schedule on the club website up to date. Ensures the committee member responsible for the organisation of each trip is filling their trip on time and is supported. Needs to be an enthusiastic scuba diver, good organiser and it is preferable that they have been on club trips before.

Gear / Boat

Boat: Responsible for care of the club boat and ongoing maintenance. Other than a regular outboard service and trailer warrant and registration, the role is more defined by what goes wrong, with the boat officer responsible for fixing or arranging to fix any problems or upgrades. Makes sure that careful and qualified people skipper the club boat on trips. Responsible for increasing the number of qualified skippers in the club. Needs to also regularly check up on the boat when it is out of the water for any extended period of time. This role suits a mechanically-minded person.

Gear: Responsible for care of the club gear and hiring it out efficiently to club members. Makes sure gear is serviced and constantly in good condition. This role suits a mechanically-minded person.

Secretary

Takes the minutes and records the actions at monthly committee meetings and types them up in a timely fashion to distribute to committee members. Manages the membership list; this includes checking for and chasing up payment as members join, updating the database

and mailing out membership cards with welcome packs. Is in charge of keeping the clubs "standard documents" (welcome to the club, trips list, why join AUUC) in stock, and updating these documents in time for Orientation Week and Re-Orientation Week. Keeps the club seal (stamp) safe and oversees its use.

Webmaster

Responsible for updating the club website and posting regular content on the blog every couple of days. Makes sure that content on the website is accurate, relevant and updated as required. Is also responsible for other club internet and social networking sites: Facebook, Twitter, Flickr, Picasa, GoogleDocs etc. This role suits someone who is very confident with information technology.

Spearfishing

Promotes freediving and spearfishing in the club and organises trips. Makes people aware of the responsibilities of sustainable spearfishing.

Flotsam Editor

Publishes the club newsletter "Flotsam" three or more times per year. Elicits contributions to Flotsam from club members. This role suits someone who enjoys writing and desktop publishing.

Grants Officer

Researches grants (finds out what is available) and applies for funding for club projects. Applies for AUSA grants and attends funding meetings. Investigates funding and marketing opportunities for the club. Needs to be self motivated and organised, with good writing skills.

Additional Committee Tasks

In addition to the tasks listed for each individual committee position above, committee members usually organise one or more club trips per year, organise speakers and events for club meetings, contribute content to the website blog, prepare weekly email communications to club members, help on the club stall at O'Week and Re-O'Week and assist each other with the running of the club.

Committee members need to check their emails regularly (2-3 times daily during the week). They are expected to attend committee meetings (monthly) and prepare reports relating to their committee position. They should attend club meetings (fortnightly during semester) as much as possible and be responsible for the positive promotion of the club. Volunteering on the AUUC committee is a significant time commitment that needs to be fulfilled for the healthy operation of the club. Committee members help each other out during busy times, such as exams, to make sure studies are not neglected and yet the club continues to function for the benefit of its members.

General Committee Members

Assist other committee members and contribute to the running of the club in any way they can, particularly at Orientation Week and Re-Orientation Week. Orientation Week and the lead up is one of the busiest times of the year for the committee. It is our primary membership drive for the year and we get many enquiries regarding training, trips and club membership. Money needs to be collected, recorded and banked. Becoming a General Committee Member is a fantastic way to "learn the ropes" in preparation for taking on committee roles in future.

The AUUC committee can experience significant turnover from year to year, due to the nature of the student membership of the club. However, there are generally people on the

committee that have been in the club for years and will be more than happy to help you get started in your new role, so don't be shy! The committee has documented many of its procedures to assist new committee members into their roles and to assist with the ongoing good governance of the club. The Auckland University Underwater Club cannot exist without the fantastic efforts of its voluntary committee members.