



COMMITTEE POSITION DESCRIPTIONS

Executive Committee (Office Bearers)

President (One position)

- Acts as a first point of contact for the club.
- Must have coordination and leadership skills.
- Must have broad communication skills
- Is the primary spokesperson for the club to the media.
- Chairs the monthly committee and any general meetings.
- Liaises with other bear clubs, community organisations and government bodies (such as the City of Sydney LGA).
- Attends community meeting representing the club.
- Must be computer literate, with an understanding of word, excel, email etc.
- Must have access to email and the internet.
- Contributes to the club newsletter each week.
- Participates in the planning and delivery of Bear Essentials and Sydney Bear Pride.
- Participates in the planning and delivery of events outside of Bear Essentials and Sydney Bear Pride.
- Maintains an oversight of the running of the club and associated risk management.
- Prepares a “President’s Report” each month for the committee meeting.
- Promotes the club via social media, such as Facebook and Twitter
- Must be prepared to take on other duties as required.

Vice President (One position)

- Must have coordination and leadership skills.
- Must have broad communication skills.
- Supports President in roles and assist other roles when required.
- Must be prepared to act in place of the President in the event he is unavailable.
- Chairs the monthly committee and any general meetings when the President is absent.
- Must be computer literate, with an understanding of word, excel, email etc.
- Must have access to email and the internet.
- Contributes to the club newsletter each week.
- Participates in the planning and delivery of Bear Essentials and Sydney Bear Pride.
- Participates in the planning and delivery of events outside of Bear Essentials and Sydney Bear Pride.
- Promotes the club via social media, such as Facebook and Twitter
- Must be prepared to take on other duties as required.

Secretary (One position)

- Co-ordinates meetings: producing agenda, minutes and issues.
- Must have broad communication skills.
- Manages inwards and outwards correspondence including mail, phone calls, faxes.
- Maintains club records.
- Liaises with the club's Public Officer to ensure all incorporation obligations are met.
- Must be computer literate, with an understanding of word, excel, email etc.
- Must have access to email and the internet.
- Regularly contributes to the club newsletter.
- Sends out the newsletter to the members via the membership database
- Participates in the planning and delivery of Bear Essentials and Sydney Bear Pride.
- Participates in the planning and delivery of one event outside of Bear Essentials and Sydney Bear Pride.
- Prepares a "Secretary Report" each month for the committee meeting.
- Receives and processes Bear Essentials registrations (if applicable).
- Provides a list of members to the Public Officer, and President on a monthly basis.
- Promotes the club via social media, such as Facebook and Twitter
- Must be prepared to take on other duties as required.

Treasurer (One position)

- Maintains the club's bank accounts and financial records.
- Prepares financial reports for annual statutory requirements of an Incorporated Body as required under NSW legislation.
- Processes credit card and cash transactions.
- Is responsible for "cashing up" at club events and depositing the takings into the club's bank account.
- Must have access to email and the internet and some experience in the processing of on-line financial transactions.
- Must be computer literate and proficient with spreadsheets, excel, databases, word, email, basic financial accounting software (such as MYOB).
- Must have access to email and the internet.
- Regularly contributes to the club newsletter.
- Participates in the planning and delivery of Bear Essentials and Sydney Bear Pride.
- Participates in the planning and delivery of one event outside of Bear Essentials and Sydney Bear Pride.
- Promotes the club via social media, such as Facebook and Twitter
- Prepares a "Treasurer's Report" each month for the committee meeting, detailing the club's financial position.
- Responsible for keeping club insurance policies and asset control up to date.
- Must be prepared to take on other duties as required.

General Committee Member (Up to 5)

- Must be computer literate, with an understanding of word, excel, email etc.
- Must have access to email and the internet.
- Regularly contributes to the club newsletter.
- Assists with the promotion of events on social media, such as Facebook and Twitter
- Participates in the planning and delivery of Bear Essentials and Sydney Bear Pride.
- Participates in the planning and delivery of one event outside of Bear Essentials and Sydney Bear Pride.
- Must be prepared to take on at least one portfolio position listed below.
- Must be prepared to volunteer at weekly social events as required.