



PORTFOLIO POSITIONS

Note - the committee is permitted to co-opt individuals to manage various tasks such as some of the portfolio positions so you don't have to be a member of the committee to get involved e.g. website, newsletter, merchandise etc. If you're interested and/or have the skills but do not wish to be on the committee, please email: secretary@harbourcitybears.com.au to discuss how you can help your club.

Membership Officer

- Maintain the membership database.
- Receives and processes club memberships.
- Organises membership key tag & distributes to members in a timely manner.
- Promotes club membership and organises Membership promotional events within the committee.
- Prepare a report on HCB Memberships and New Member ratifications for the monthly committee meeting.

Volunteer Co-ordinator

- Maintains a list of all current Volunteers
- Runs volunteer drives for our major festivals
- Co-ordinates volunteers for all events
- Liaises with volunteers regarding their duties at events
- Assigns volunteers as required for events outside of major festivals and events.

HCB Cubs Co-ordinator

- Chair the HCB Cubs sub-committee
- Organise meetings for the sub-committee
- Plan events with the sub-committee
- Report on the sub-committees events and progress at the monthly Committee meeting
- Assist HCB Cubs at their events and manage all monies associated with the events
- Promote the club and HCB Cubs events through social media and other methods

Webmaster

- Maintains and updates the club websites.
- Is the administrator for club email accounts.
- Ensure the content on the website is up to date and of an appropriate level of quality.
- Liaise with web consultants, hosting companies, web designers as required.
- Updates website galleries on a regular basis with club photographs.

- Maintains the on-line shopping facility of the website.
- Maintains online registrations for Bear Essentials.
- Uploads the club's newsletter weekly and maintains an archive of past newsletters.

Bear Essentials Co-ordinator

- Co-ordinates the organisation of the annual Bear Essentials festival.
- Chairs all Bear Essentials Meetings.
- Liaises with the committee.
- Does not personally organise each event, but makes sure the festival is appropriately managed.
- Liaison with event venues.
- Liaison with the Sponsorship Co-ordinator for BE Sponsors.
- Liaison with the Publicity/Promotions/Fundraising Co-ordinator for BE publicity.
- Ensures a Bear Essentials Program Guide is produced each year
- Liaise with the Newsletter Editor for content and the Sponsorship Co-ordinator for advertising/sponsors.

Events Co-ordinator

- Co-ordinate the organisation of monthly club events excluding Bear Essentials.
- Does not necessarily personally organise each event, but makes sure relevant publicity is organised and the event occurs.
- Liaison with event venues.
- Liaison with the Newsletter Editor for events to be included in the newsletter.
- Books the DJs for events & informs the venue.

Newsletter Editor

- Must be proficient with desktop publishing software and have the required computing equipment.
- Edits submissions from the committee and others.
- Sources artwork and photographs.
- Publishes (via email) the newsletter in Adobe Acrobat.
- Sends the newsletter to the Secretary so it can be sent out to members via the membership database.
- Sends a copy of the newsletter to the Webmaster for upload to the club website.
- Ensures the newsletters are informative and meet an appropriate level of quality prior to distribution.

Liaise with the Sponsorship Co-ordinator to obtain advertisers for the newsletter.

Sponsorship co-ordinator

- Liaises with sponsors and potential sponsors.
- Arranges sponsorship for the club.
- Arranges sponsorship for Bear Essentials in association with the Bear Essentials Co-ordinator.
- Arranges sponsorship for club events in association with the Events Co-ordinator.
- Maintains the "Bear Benefits" members' discount scheme, keeping records of all discounts.
- Works with the President to submit grant applications for funding through local government authorities.

Publicity/Promotions/Fundraising Co-ordinator

- Promotes the club to the wider community.
- Has access to Facebook and Twitter, and promotes the clubs events on a daily basis

- Works with the President to identify media and publicity opportunities.
- Works with Events Coordinators to publicise club events.
- Works with Bear Essentials Coordinator to publicise the festival and events.
- Responsible for organisation of prizes for raffles and other fundraising activities.
- Responsible for the weekly club members draw at Bears on Sunday.
- Liaises with other bear clubs to promote the club.

Merchandise Co-ordinator

- Responsible for ordering, promoting, distribution and keeping the stock inventory for all club, event and Bear Essentials merchandise.
- Ensures over ordering and waste is kept to a minimum.
- Investigates new merchandising opportunities.
- Sources artwork for all merchandise.