



U . A . S . C

University of Auckland Ski Club Inc
Est. 1966

Committee Job Description
Administrative Vice-President

Function: Oversee the administrative side of the club's affairs.

Responsibilities:

Positions responsible for: Secretary, Bookings Officer, Membership Officer, and General Committee members with an administration role.

Responsible for all administration / Auckland based club affairs.

Work closely with the President and Secretary to ensure the smooth administration of the Club.

Other specific responsibilities:

- AUSA Sports Grants rounds
- Co-ordinate the Club's role in the Ski Sale
- Relationship with AUSA, the University and other Clubs.
- Take financial decisions along with the other executive members. (These are the executive officers; President, AVP, RVP, Secretary and Treasurer)

Need anything else?? Talk to the Club President if you are unsure of anything.