



U . A . S . C

University of Auckland Ski Club Inc
Est. 1966

Committee Job Description

General Committee

Function: Help out the committee where needed, fill specific roles as they come up during the year.

Responsibilities:

The general committee positions are required by the club constitution. General committee members make up the rest of the voting committee. There are seven general committee positions if the Past-President sits on committee and eight positions if not sitting. General committee members will:

- Attend committee meetings
- Help out where necessary or when asked by other committee members
- Take up specific roles during the year if and when they come up.

Some of the roles allocated amongst the seven (or eight) general committee positions are:

- Marketing & Promotions
 - Membership drives
 - Posters in the quad and at other campuses
 - Contacting the AUSA marketing/advertising guys about ads in Craccum
 - Helping out with Ski Sale advertising and promotion
- Fundraising & Sponsorship
 - Seek out sponsorship for events and the club in general
 - Co-ordinate applications for external funding
 - Organise fundraising events/opportunities for the club
- Social Events
 - Prepare the club's events calendar for the year including social nights, lodge parties, race events, quad events, Outdoor Clubs Ball and other special events
 - Organise club social nights, lodge parties etc.
 - Update the events calendar during the year and keep members and committee informed
 - Encourage members (especially new club members) to get involved in social events
- Website/IT
 - Keep the club's website up to date and well organised
 - Help out with programming to automate processes surrounding the website, bookings, membership and anything that will make the club run more smoothly
- Editor
 - Produce regular newsletters and a magazine that informs members of information pertinent to the club and its members in general, including general business, work parties, committee decisions, social events and stories of interest.
 - See separate job description for details.
- Student/Member Liason
 - Be the friendly "face" of the committee and the club
 - Send regular emails out to members with club information
 - Answer questions / problems from members, give them the right info, make sure they have everything they need to know to become involved

Need anything else?? Talk to the Club President, AVP or RVP if you are unsure of anything.