



U . A . S . C

University of Auckland Ski Club Inc
Est. 1966

Committee Job Description

President

Function: Oversee all Club affairs, advised and helped by the AVP and RVP.

Responsibilities:

Meetings

- Chair all general meetings, committee meetings and sub-committee meetings, keep order and procedure, make casting decisions where necessary.
- Liaise closely with Secretary regarding meetings, agendas, correspondence and procedure.

Club Affairs

- Work closely with AVP to ensure smooth running of the admin side of the club.
- Work closely with RVP to ensure smooth running of the lodge and mountain side of the club.
- Communicate frequently with all committee members to see if they need advice / assistance and to make sure everyone is doing what they are supposed to do.

Club Representative

- The President is the face of the Club. President needs to form a good relationship with the AUSA President and Executive, Treasurer, other clubs and all business partners.
- Represent the club at Club Presidents Forums, on the Sports Council, the Ruapehu Mountain Clubs Association and others.
- Seek external advice or help if unsure about anything.
- Be professional, deal equally with all committee members and club members.

Finances and Accounts

- Work closely with the Treasurer to ensure that the accounts are in good shape and are ready to submit for audit soon after the end of the financial year.
- Liaise with the AUSA Treasurer to complete the audit process.
- Ensure that the accounts are submitted to the Registrar of Incorporated Societies.
- Take financial decisions along with the other executive members. (These are the executive officers; President, AVP, RVP, Secretary and Treasurer)