

WNSC Committee Roles 2019/20

Role	What's involved (brief description - more detail in separate document if needed)	Who	When
Organising locker subscriptions	Take over Thelma's role description for allocation and enlarge to include additional ski lockers and new gear lockers. Also develop locker room facilities and investigate adding a container to anticipate loss of building space by SHPG.	Graeme	Ensure development occurs during summer
Managing facebook		?	
Managing website		?	
Compiling regular newsletters to members		Susan	Monthly during winter or more regularly when required
Organising social events	Welcome to members at the beginning of the season, christmas party, other events outside of the season, lunches/morning tea at huts, games, social drinks.	Jo Thelma Mary Susan	
Organising race events	Club champs, NZ Champs	Ernie	July-Sept
Promoting the club	Promote the benefits to potential new members (students	Mary	

	in school lessons, communities outside of Wanaka, families in SF lessons, people with season passes, Festival of Sport and Rec). Create monthly Promotions Plan.	Pip Mike	
Coordinating volunteers	MM, Winter Games, School champs, Warbirds, working bees, Festival of Sport and Rec, Snowgaine, etc Liaising with SF (events)	Jo	
Organising end of year prizegiving	Trophies, gifts, certificates, catering, venue	Thelma Susan	September 19th 2020 (tbc)
Creating Club Coach position	Coach funding, role description.	Sam, Ernie, Jo, Bruce	
Organise YDF fundraising event	Warbirds over wanaka - with support from volunteer coordinator, create timetable of volunteers, liaise with WOW team.	Ian McNabb Jo to support with volunteer aspect	Easter 10-12 April 2020
Chairperson	Chairing meetings, Chairpersons report at AGM	Bruce	Monthly
Secretary	Meeting organisation (date/time), venue booking, agenda, minutes, emails with committee, club, SF and community, keeping a register of members.	Susan	Monthly
Treasurer	Accounts, invoices, end of year accounts, financial report for meetings and for AGM, manage audit, subscriptions	Helen	Monthly

