

Brief Job Descriptions - Executive & Committee positions

President

- act as a leader for NOC, coordinate executive responsibilities, chair NOC meetings
- in conjunction with NOC Association Delegates, act as liaison between OANSW and NOC
- ensure OA/ONSW policies are implemented at club level (e.g. Risk Management, Child protection)
- represent Club and its interests at meetings or functions with outside agencies or companies

Vice President - Development

- assist President with above duties, fill in when/where necessary
- coordinate development activities within the club environment e.g. act as contact point for ONSW, outside groups (scouts, schools, social groups etc)
- Sub-committee involvement e.g. act as President proxy on sub-committees, act as Chair(or secretary) on sub-committee to free up sub-committee members
- Coordinate club/member development activities - social, coaching, training.
- Instigate member engagement activities, in concert with other Executive and committee members.

Vice president – Technical Advancement

- assist President with above duties, fill in when/where necessary
- liaise with NOC Technical and other position holders on technical advancement possibilities
- present ideas for continued incorporation of electronic advancement in timing and scoring systems
- continue any necessary development of NOC event holding guidelines across the various series

Secretary

- provide notice of meetings and agenda items, including elections and special matters
- take minutes of all club meetings (Annual , General, Special) and disseminate to committee members
- report any external correspondence to the committee
- maintain communication between NOC and outside agencies

Treasurer

- ensure money paid to the club is collected and deposited into club bank account
- make payments as authorised by the committee
- maintain a set of records that reflect incomings/outgoings and current bank balance
- present a statement of club finances to general and annual meetings
- seek assistance of others to help formulate an annual budget for adoption at AGM
- ensure fee for Incorporation is paid annually

Public Officer

- willing to be listed as the primary Club contact for government agencies (such as ASIC, EPIRB)
- maintain the club seal
- act as one of the club signatories for permission/lease arrangements with organisations such as: Crown Lands, State Forests, NPWS, HDLC)
- actively contribute to discussions on club ethical behaviour, safety and inclusion policies.

Property Officer

- maintain records of landholder details to enable annual events program without access issues
- liaise with Public Officer to ensure any necessary lease arrangements are organised
- liaise with treasurer to ensure lease registration and event fees are paid

Technical Officer

- ensure current ONSW/Club standards are available and communicated as required
- work with SL setters when necessary to ensure courses meet the required standard
- receive information regarding technical areas of the sport and convey to the committee
- works with relevant people to ensure mapping and administration standards are maintained and are commensurate with OA and OANSW requirements

Mapping co-ordinator

- co-ordinate the club's mapping activities
- advise series coordinators of areas suitable for setting events
- liaise with Technical Officer in relation to the implementation of mapping procedures

Maps Officer

- act to ensure up-to-date map information is maintained
- provide base maps and course setting information to Course Planners as required
- maintain contact with Mapping Coordinator regards areas requiring remapping, current mapping activity
- maintain secure storage of club map assets

Map Printing

- maintain facility to allow printing of club materials
- liaise with Course Planners re printing timelines for events
- make all necessary adjustments to ensure correct and quality printing
- provide printed materials – as required (and with sufficient notice)

Gear steward

- maintain general status of club equipment e.g. arrange repair/replacement
- maintain supply of event consumables e.g. water bottles, paper cups
- assist course setters with access to course equipment (control stands, tethers, locks, signs)
- assist event organisers to gain access to club equipment (tables, chairs, tents etc)
- recommend equipment changes to NOC committee
- make recommendations to NOC committee how to store and transport club equipment

Website Manager

- maintain club website in such a manner as to present an accurate picture of NOC status
- web content includes: event notification, results reporting, event reports, Club member information (social events, closing dates, event coordination), photographic record of club events.
- web content should be forwarded to the Website manager in a timely fashion as it is the role of the website manager to publish not compose such information

Series Coordinator (separate coordinators for **Bush, Street, Park, BOSS** series)

- in conjunction with Committee and President, coordinate event calendar in a timely fashion
- assist Course Planners in filling the other roles required to conduct an event
- advise on suitability of areas for specific events
- ensure appropriate permissions are obtained and/or guide Course Planners to do so
- advise event officials of the requirements and expectations of running an NOC event
- correct/modify results if necessary
- oversee the provision and presentation of awards at ceremonies
- provide an end of season summary report of basic stats and recommendations for the following season

Results Coordinator (separate coordinators for **Bush, Street, Park, BOSS** series)

- ensure Eventor is capable of producing results, else provide by other means
- ensure results are provided to Website Manager and others if necessary

Event Registration

- ensure someone is available on the registration desk at events
- maintain supply of registration desk consumables (forms, block chits etc)
- co-ordinate lending of club SI sticks
- ensure event takings are tallied and passed on for banking

Junior Diary Coordinator

- act as liaison with (sub)-Juniors and Juniors in encouraging them to maintain a Junior Diary
- report information to Junior Diary OANSW contact as required

Association Delegates

- attend OANSW Association Meetings. These are held 2x annually.
- seek the stance of the NOC Executive on topics of relevance to NOC presented at Association Meetings.
- represent the best interests of NOC at OANSW Association Meetings.
- report to President and Club Meetings (and other relevant Club members if necessary) issues and decisions of importance and relevance discussed at Association Meetings.

Club Coach

- periodically provide coaching activities to club members and casuals
- acts as mentor for both individual competitors and for other coaches

Publicity Officer

- act as liaison with media to publicise NOC events or significant achievements
- act as liaison with Event Organisers to publicise major local events
- act as liaison with OANSW Promotions Officer to promote events in Hunter area

Newsletter Editor

- collate Newsletter information, produce Club Newsletter – typically 4x annually
- disseminate Club Newsletter to individuals as required and to Website Manager for public notification