

JCU Dive Club General Meeting

Friday Oct 19th, 5:00PM @ The Dive Shed

Dive Club Committee roles and expectations

The whole committee needs to be active in promoting the club and its activities, this will generally entail 3-4 hours a week of involvement, including compulsory attendance at fortnightly committee meetings and the weekly dive desk.

- **President**

- Oversee and coordinate dive-club activities.
- Ensure and assist with the successful execution of dive-club activities by respective committee members and develop alternative solutions in case of activity cancellation.
- Structure and chair dive-club meetings.
- Promote the dive-club.
- Organize, structure and represent the dive-club in meetings with work partners and professional institutions e.g. dive operators, the university departments and social clubs.

- **Vice-President**

- Assist with presidential commitments.
- Represent the president in case of absence.
- Structure and chair dive-club meetings.
- Oversee and coordinate dive-club activities.
- Promote the dive-club.
- Organize, structure and represent the dive-club in meetings with work partners and professional institutions e.g. dive operators, the university departments and social clubs.

- **Treasurer**

- Ensure accurate record taking of dive club expenditures and incomes i.e. structured receipt book system.
- Ensure annual dive-insurance and dive store membership renewal and payment.
- Accurate financial book-keeping, structured according to end-of financial year auditing process.
- Bank management (Paypal and Bank accounts).
- Financial reports to be presented at every AGM and at committee meetings as requested.

- **Secretary**

- Maintain and update the register of all members
- Structure agenda for dive club meetings.
- Record minutes during dive club meetings
- Send out minutes to committee members.
- Handle correspondence with mail, e-mail to club members and working partners (Dive operators, Dive retailers)

- Monitor Gmail account to structure incoming queries and re-direct to appropriate officer
 - Responsible for all dive club documentation
 - Note all payments in products lists to track customer purchases and trip availability
- **Social Officer**
 - Plan social events including parties, bbq's and plan new events
 - Organise with the Marketing
 - submitting risk assessments through RiskWare
 - preparing budget and liaising with treasurer regarding available budget
 - organising purchase of food, drink, or other items for social events
- **Marketing Officer**
 - Design, print and distribute posters for dive trips, social events and other
 - Obtain the necessary details for trips and events for marketing purposes
 - Work with the Social Officer to plan and organise events
 - Promote the club through Social Media (Instagram/Facebook etc.)
- **Equipment officer**
 - Source the best deals and keep up-to date for purchasing dive-equipment and accessories
 - Organize annual service and maintenance of dive equipment
 - General equipment maintenance (not including regulator service unless properly certified as regulator technician)
 - Keep an inventory of all dive equipment
 - Accurate monitoring of gear rentals and returns
 - Regular accessory/safety equipment maintenance and purchasing e.g. safety-sausages, glow-sticks, mouthpieces, O-rings
 - Maintain stock of dive spare-parts and tool-kit maintenance.
 - Compressor and tank maintenance (not including service) e.g. accurate log-book keeping, filter changes, fuel provision
- **Yongala Day Trip Officer**
 - work with Yongala Dive to run regular Yongala Day trips
 - send out trip emails to customers and prepare manifests
 - organise gear rental for Yongala day trips
 - run the Yongala Day Trips or organise with other Committee member to take their place
- **General Member**
 - Promote the club and assist with running day to day activities
 - Other tasks to be allocated
 - Organize, develop and send weekly newsletter
 - Manage and update list of members
- **All committee members**
 - Promote the club and assist with running activities
 - Attend dive desk and committee meetings

- Attend dive club social events
- Respond to member enquiries relating to their position or expertise, as directed by secretary