

Chairperson

- 1 Organise and chair meetings
- 2 Liaise with AGN and ASA
- 3 Attend meetings with AGN and ASA
- 4 Liaise with other clubs
- 5 Gauge and respond to the attitude of club and committee members, if necessary
- 6 Receive and respond to correspondence with the club
- 7 Present Annual Report at club AGM
- 8 Annual planning and presentation of annual plan to AGM
- 9 SMS portal communication
- 10 Facebook marketing
- 11 Responsible for club email account - receive & correspond
- 12 Arrange year end function and prize giving with Club Captain and Vice chairperson

Treasurer

- 1 Draft annual budget and present to AGM for approval
- 2 Maintain income statement and balance sheet in line with general accounting principles
- 3 Management club finances as per approved annual budget
- 4 Annually register the club with the AGN
- 5 Present financial statements and report at management committee meetings as well as the AGM
- 6 Register members with the AGN
- 7 Maintain club membership register with addresses, contact detail ect
- 8 Manage licensing of the trailer

Club Captain

- 1 Maintain race stats
- 2 Maintain Time Trail stats
- 3 Communicate top running stats monthly to publish in news letter
- 4 Communicate table of running stats quarterly to publish in news letter
- 5 Prize giving function coordination & arrangement of prizes per category
- 6 Club marketing & growth strategy

Vice Chairperson

- 1 Support the Chairperson
- 2 Attend club meetings. Draft minutes and distribute.
- 3 Coordinate club projects & events
- 4 Development and maintenance of the website
- 5 Attend AGN meetings together with the Chairperson or on his/her behalf when necessary
- 6 Monthly club braai
- 7 Newsletter / News flass communications when applicable
- 8 Assist chairperson with yearend function and prize giving arrangements

Club house manager

- 1 Club clothes: Sourcing and distribution
- 2 Club house care-taking
- 3 Club purchases - club house & trailer
- 4 Assist events coordinator with monthly club braai's & events
- 5 Keep club asset register up to date en report quaterly to the management committee