

Role & Tasks	Frequency	Expected Hours per month	Per Annum
Chairperson			
Chair meetings	Monthly	2	(x 11 meetings)
Stakeholder engagement	As required	8	
Lead vision and planning	As required	8 18	216
Secretary			
To book venue, prepare presentation, attend + record Annual General Meetings (AGM)	Once a year	0.8 <i>avg out</i>	
To write agenda, attend + take minutes of monthly Committee Meetings	Monthly	5	(x 11 meetings)
To submit correspondence and reply thereto according to the directions of the meeting	As required	1	
To keep all club records and generally to perform all the clerical work of the club.	As required	10 16.8	201
Reporting / committee meeting			
<i>The secretary is 1 of 3 signatories of the club, that dual signs club cheques / online payments.</i>			
<i>The clubs "office" & address, is to be the residence of the club Secretary.</i>			
Membership			
To keep a register of all members of the club including addresses & contact info (ie: process memberships via <i>Active.com</i> ; Order ID tags, stickers + maps; Post out the membership packs)	Monthly, but peaks at E.O.Y.	12 <i>avg out</i>	(<i>avg 10 minutes per membership</i>)
Order Permit reprints + update all visitor permit outlets with permit books & maps	As required	2 <i>avg out</i>	
Reporting / committee meeting	Monthly	2.5 16.5	198 (x 11 meetings)
Media Liason			
Write the weekly e-News + monthly e-Newsletters (via <i>mailchimp</i>)	Weekly	16	(x 48 weeks)
Create/Update trail maps and brochures as required (currently via <i>AutoCAD</i>)	As required	2 <i>avg out</i>	
Create/admin online event registrations + monthly online visitor permits (via <i>active.com</i>)	As required	1 <i>avg out</i>	
Admin for the following websites -			
http://www.hawkesbaymtb.co.nz/	Monthly	0.5	
https://www.facebook.com/HawkesBayMTB/	Weekly	4.3	
https://www.facebook.com/PanPacEskdaleMTBPark/	As required	2.1	
https://www.trailforks.com/region/eskdale-mtb-park/ (all of Hawkes Bay region)	As required	0.1 <i>avg out</i>	
http://www.worldbikeparks.com/pan-pac-eskdale-bike-park	Annually	0 <i>avg out</i>	
Reporting / committee meeting	Monthly	2.5 28.5	342 (x 11 meetings)

Events				
Organise and run events (just annual <i>DWEnduro</i> at the moment)	As required		3 <i>avg out</i>	
Reporting / committee meeting	Monthly	<u>2.5</u>	5.5	66 (x 11 meetings)
Youth				
Run youth events/teams	As required		3.25 <i>avg out</i>	
Reporting for committee meeting	Monthly	<u>2.5</u>	5.75	69 (x 11 meetings)
Treasurer				
Prepare monthly financial reports	Monthly		4	
Prepare annual accounts	Annually		0.4 <i>avg out</i>	
Committee meeting	Monthly	<u>2.5</u>	6.9	82.8 (x 11 meetings)
Funding				
Prepare and submit funding applications (<i>majority via online applications</i>)	As required		1 <i>avg out</i>	
Reporting for committee meeting	Monthly	<u>0.5</u>		(x 11 meetings)
			1.5	18
Parks				
Liaise with Pan Pac	As required		4 <i>avg out</i>	
Maintain park signage/liase with signwriter			3 <i>avg out</i>	
Develop/Maintain trails / liase with maintenance contractor			1.5 <i>avg out</i>	
Reporting / committee meeting	Monthly	<u>2.5</u>	11	132 (x 11 meetings)
Safety				
Trail safety	As required		2 <i>avg out</i>	
Working Bee safety	As required		1 <i>avg out</i>	
Reporting for committee meeting	Monthly	<u>0.5</u>	3.5	42 (x 11 meetings)
Total commitment across all officers			113.90	1366.8

Refer to the **CLUB HANDBOOK**, for more detailed info on each officers role/ duty