

FUUC Inc Committee Positions **Duties and responsibilities.**

The committee of FUUC comprises of:

1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. 2 x Equipment Officer
 6. 2 x Boating officers
 7. 4 x General members.
- Positions are elected for 12 months from AGM to AGM
 - FUUC is an incorporated body as is bound by the Associations Incorporation Act, as are it's board (committee)
 - Being a committee member
 - Is a valuable experience and good for resumes
 - Gives you a chance to have say in running your club, dates for events and what we spend money on.
 - Is a chance to learn more about diving operations, equipment, boats and finance/business as FUUC is basically a non-profit dive shop.
 - Duties change, revolve and are updated where needed
 - Don't let the following list of duties scare you – these items are spread out over the whole year and we all pitch in and help each other!

The Positions:

1. President
 - a. Chairs all club meetings
 - b. Generally acts as a 'manager' for the club, ensuring all duties and tasks are being met and key dates/deliverables are met i.e. Fair Day marketing, O'Week dives etc
 - c. Ensures the club is being active and providing services to the members, both for the benefit of the members and the club financially.
 - d. Ensure financial stability of the club through working with the treasurer to ensure club operations are on budget.
 - e. Ensuring safety standards are being met by club operations and other club officers (boating, equipment
 - f. Liaise with governing bodies, the university and other external people in a professional manner.
 - g. Generally address all general club matters arising
 - h. Ensure all aspects of the club environment for general and committee members if fair, safe and fun.

2. Vice President
 - a. Assist in all of the President's duties where required
 - b. Act as the president in the even the presidents position is vacant or the president is unable to perform their duties.

3. Secretary
 - a. Maintain all records (electronic and written) of FUUC, ensuring appropriate backups.
 - b. Prepare agenda's and take minutes at all club meetings
 - c. Distribute minutes and agendas in a timely fashion
 - d. Collate membership forms and information each month onto a membership list for each year.
 - e. Ensure adequate membership forms are available at the club
 - f. Receive all incoming correspondence and manage outgoing correspondence.

4. Treasurer
 - a. Maintain all financial records of the club
 - b. Provide financial reports at each committee meeting and at the AGM.
 - c. Manage the cheque book, cash tin, receipt books and petty cash systems
 - d. Ensure the club signatories for accounts are updated each year.
 - e. Perform regular reconciliations of incoming and outgoing monies
 - f. Ensure payment of all suppliers/invoices on time
 - g. Manage grant (University and external) payments and related duties.

5. Equipment Officers
 - a. Ensure the clubrooms are always open and attended by a committee officer (generally an equipment officer) for club members during scheduled opening times.
 - b. Run weekly club openings:
 - i. Assist members to Complete membership forms and join the club
 - ii. Receipt any relevant monies, adhering to the treasurers procedures
 - iii. Assist members with hire equipment including
 1. Ensuring relevant FUUC membership/Diving cert.
 2. Sizing of wetsuits and BCD
 3. Ensuring good working order of equipment
 4. Explanation of gear hire process and failure to adhere to due dates and cleaning requirements.
 - c. Note and label faulty equipment and arrange repair at approved location.
 - d. Ensure air purity testing for club compressors is done as per schedule at approved location
 - e. Ensure annual servicing is completed at approved location for:
 - i. BCD's and Regulators
 - ii. Oxygen equipment
 - iii. Scuba cylinders

- f. Ensure club compressor maintenance is carried out
 - i. Regular air filter changes
 - ii. Yearly oil changes
 - g. Ensure stock is maintained for:
 - i. Mouthpieces
 - ii. O-rings for tanks
 - iii. Compressor filters
 - iv. Other sundries.
 - h. Reporting to the committee at each meeting on current issues and status of equipment.
6. Boating Officers
- a. Ensure all general safety requirements of the clubs boats is maintained
 - b. Updated/proving relevant safety procedures
 - c. Ensuring adequate servicing of the boats, engines and trailers
 - d. Performing repairs to the boats as needed
 - e. Reporting to the committee at each meeting on current issues and status of equipment.
 - f. Ensure the clubs mariner shark shields are kept in good working order and always charged
 - g. Ensure the dive boasts are seaworthy and ready for club dives (as assisted by boat handlers)
 - h. Ensure all mandatory and FUUC required safety equipment in in-date and fitted to all club boats
 - i. Ensure towing safety of both boats, i.e. couplings, lights etc.
7. General Members
- a. Assist in all duties of all committee members where possible or required
 - b. Assist in deploying flyers and marketing material
 - c. Assist in club openings
 - d. Assist in club promotion activities
 - e. Run club dives where possible.
 - f. Take on any duties possible such as fund raising, club rooms maintenance tasks etc.
8. All Committee Members should assist where possible and know the operation of the
- a. Entry/exit procedures for the clubrooms
 - b. Cash tin and receipt book
 - c. Membership forms and process
 - d. Tank fill process
 - e. General equipment hire process