

Wellington Tramping & Mountaineering Club

Role Description



Revised February 2016

Position: Paua Hut bookings and maintenance

Responsible to: General Committee

Responsible For: Maintaining the bookings and organizing maintenance for Paua Hut

In particular the Paua Hut bookings officer is responsible for:

1. Responding to enquiries regarding Paua Hut bookings, outlining payment procedures and code of conduct
2. Providing the key for people that have booked the hut and ensuring it's return
3. Liaising with the Chief Guide for bookings when scheduled trips run to Paua Hut
4. Notifying the Chief Guide if there are any issues or problems with the Paua Hut bookings.
5. Ensure that that Hut is available for the 12 listed people (Ken Anderson, Gwen & Russell Anderson, Bill Armstrong, Len Gowell, Kark Fuhrman, George Gunn, Roland Howell, Ron Isaac, Jim Lawrie, Bill Lawrence and Peter Thomas)
6. Providing Paua Hut annual report for the AGM.

In particular the Paua Hut maintenance officer is responsible for:

- 1) Undertaking or organising light maintenance, such as:
 - a) replacing gas bottles
 - b) refreshing bait stations
 - c) occasional broken window repairs
 - d) mattress cleaning
 - e) removal of large rubbish and
 - f) water tank cleaning.
- 2) Undertaking or organising larger maintenance projects, such as
 - a) skylight replacement,
 - b) replacing or installing the wooden floor, benchtops,
 - c) new mattresses,
 - d) hut repainting,
 - e) removal of large rubbish,
 - f) digging a new long drop
- 3) Maintenance officer suits someone with practical skills and a decent 4WD, and ideally membership of the Orongorongo club, allowing vehicle access, for tools, materials, gas and rubbish removal.

Liaison:

The Paua Hut officers are responsible for maintaining adequate liaison with:

1. The Chief Guide
2. General Committee when maintenance or expenditure is required.

Financial Authority:

General Maintenance

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Requires the payment of gas bottle refills, Orongorongo club gate fees, baits for stations, tip fees and occasional general hardware such as replacement glass.

Typically these transactions come in at around \$50, with a maximum of \$150.

A simple receipt and reimbursement process with the treasurer is adequate to ensure this process is streamlined and quick.

Large maintenance projects

Large maintenance projects requires the collection of several quotes and a recommendation presented to General committee.

On approval, either the same receipt and reimbursement process can be followed or funds can be requested from the club to support purchases.