



**Supporting functions**

- All members of the General Committee can vote.
- Supporting functions can be changed depending on who is in the role and what is needed overtime.
- Sub-committees may be established and convened if/when deemed necessary by the chair.

# Features

- The proposal is articulated to break silos and allow for more balanced representation of different interests on the General Committee. For example, all finances are grouped under the Treasurer, all Promotions are grouped under Liaison Officer. This is to ensure the “Liaison Officer” and “Treasurer” be responsible for both tramping and lodge activities, and increase lodge representation in these areas.
- Only general committee roles need be voted on at the AGM and may be appointed if no candidate expresses an interest.
- No person shall hold more than one general committee roles.
- A general committee or non-general committee member may hold more than one role e.g. the social convenor could also assist with refunds; the technology officer could also be the Paua Hut booking officer; etcetera.
- The list of formal roles for non-committee members is not exhaustive. Volunteers can be brought in as necessary. Some positions may be “floating” – for example it would be relevant for the Pricing Officer to liaise with the Tramping and Lodge volunteers to set budgets and ensure they are followed. Comms/Promotions volunteers may attend trips or lodge meetings as relevant.
- The President has a casting vote (a second vote), to be used in the event that voting is tied.
- General Committee meeting are open to club members. Club members who wish to observe or raise an item for discussion should contact the Secretary at least 48h prior to the meeting. The Committee reserves the right to refuse attendance to part or all of the meeting where issues involving privacy are to be discussed. Attendance is conditional upon assurances of professional standards of behaviour. A breach of those assurances may result in ejection from the meeting and/or a temporary ban from future meetings.

# Functions / Sub-Committees

The main change would be to re-organise the club activities around three functions:

- **Tramping** (under the responsibility of the Chief Guide) – responsible for tramping, mountaineering, families and any other trips run through WTMC (e.g. mtb, packrafting...)
- **Lodge** (under the responsibility of the Ruapehu Lodge Convenor) – responsible for the maintenance and running of the lodge
- **Liaison** (under the responsibility of the Liaison Officer) – responsible for liaison with members and non-members, running of social activities and support services such as IT

Sub-committees may be established and convened if/when deemed necessary by the responsible Officer.

Some positions would be first point of contact for some functions, without the need to convene regular meetings:

- The **Vice President** would become first point of contact for Paua Hut and Maintenance activities. These are largely managed by the volunteers themselves and are not expected to add a lot of time to the Vice President role
- The **Treasurer** would be supported by three volunteer positions to lighten the load and to centralise pricing for Paua Hut, tramping trips, Lodge bunks and other club activities.

## Role of the Chief Guide, Ruapehu Lodge Convenor and Liaison Officer:

- Liaise with relevant Club volunteers to enable to smooth running of the activities the subcommittee is responsible for, including through development of policy, operational matters and any other relevant business
- If needed, establish a sub-committee, as well as convene and chair meetings of the sub-committee, either on a as-needed basis or at a frequency to be determined by the chair. Every member of a sub-committee may not be asked to attend.
- Represent the interests of these activities on the General Committee, changes to rules and other business to the General Committee for approval
- Liaise with the other members of the General Committee as needed (e.g. Ruapehu Lodge Convenor and Liaison Officer could liaise to coordinate communications about Summer Lodge)
- Maintaining external contacts that are necessary for the effective running of the activities (e.g. other clubs and lodges, banks and insurances, service providers like HelloClub, etc)
- Nominating proposed members of the Sub-Committee to the General Committee for approval.
- Retaining authority to approve payments relating to the running of the activities there are responsible for, provided it is consistent with the approved budget and within their delegated financial authority (DFA).

# **Liaison**

## **Comms/Promotions**

Responsible for communications and promotions of all club activities.

## **Club Stats**

Collect stats about club activities, with new responsibility to incorporate data about Paua hut and Lodge use. Renamed to reflect a whole of club approach to statistics.

## **Lodge Promotions**

Move Lodge Promotions to Services, so it is both in touch with lodge activities and broader opportunities to promote the lodge through general club comms channels.

## **Technology**

Suggest it fits under Services, as the role needs to be across all club activities. An alternative would be to report to the Vice President as needed.

# **Accounts and Finances**

## **Investment**

Accountable for ongoing monitoring and performance of club investment assets.

## **Pricing & Economics**

Responsibility for ensuring that all club activities are appropriately priced to recover costs incurred by the beneficiaries (e.g. transport fees, lodge fees). Also accountable for recommending club subscription fees and identifying cost economies. Replaces lodge finance role.

# **Tramping**

## **Assistant Chief Guide / Trip planning etc.**

Specific responsibilities could be formally allocated to the Assistant Chief Guide. For example, responsible for Trip Planning, responsible for organising Training courses.

There could also be assistants to help with a specific type of activity: e.g. Mountaineering.