

Wellington Tramping & Mountaineering Club

Role Description



Revised Feb 2016

Position: Ruapehu Lodge Convenor

Responsible to: General Committee

Responsible for:

1. Convening and chairing meetings of the Ruapehu Lodge Sub-Committee for the development of policy for the Lodge, arranging maintenance and any other lodge business.
2. Presenting budgets, changes to rules and other business to the General Committee for approval.
3. Arranging for urgent maintenance to be done on the Lodge as necessary.
4. Preparing and submitting an Annual Budget for Ruapehu Lodge maintenance to be presented to the November meeting of the General Committee and organising the maintenance in accordance with the agreed budget.
5. Ensuring that Ruapehu Lodge and its furnishings are maintained in the best possible condition.
6. Ensuring that supplies of water are kept at a satisfactory level, that fire extinguishers are kept in working order, and that the first-aid cabinet is adequately stocked.
7. Maintaining external contacts that are necessary for the effective management of the Lodge.
8. Familiarisation with local building and health by-laws.
9. Nominating someone to organise build and perishable food for Club trips.
10. Nominating some to be Lodge Booking Officer.
11. Ensuring the list of suitable trip leaders is kept up-to-date and available to the Lodge Booking Officer.

In particular the Ruapehu Lodge Convenor is responsible for:

1. Nominating proposed members of the Ruapehu Lodge Sub Committee to the General Committee for approval.
2. Ensuring the Lodge is supplied with adequate washing and cleaning equipment and rubbish bags.
3. Ensuring there is spare electrical equipment and that the regular overhaul of electrical appliances and equipment takes place.
4. Reporting damages or losses to the Lodge, its furniture or fittings to the Treasurer as soon as possible, and to the General Committee at its next meeting.
5. Ensuring that King County Power Board and the Department of Conservation are provided with the Lodge keys and the combination to the lock on the ski room door.

Membership of Committees:

The Ruapehu Lodge Convenor is the convenor of the Ruapehu Lodge Sub-Committee.

Liaison:

The Ruapehu Lodge Convenor (or their delegate from the Lodge Sub-Committee) shall maintain liaison with:

Wellington Tramping & Mountaineering Club

Role Description



1. The Ruapehu Lodge Booking Officer and Ruapehu trip leaders for reports of damage or maintenance urgently required.
2. Suppliers of food and other provisions.
3. Tradespeople who can assist with work on Ruapehu Lodge.
4. The Treasurer for insurance claims in the event of damage or loss to the lodge, its furniture or fittings.

Financial Authority:

The Ruapehu Lodge Convenor has authority:

- a) To make urgent payments due, or to commit the Club to payments, without prior approval by General Committee where these payments are in accordance with an established pattern.
- b) To spend any necessary amount on urgent maintenance for the Lodge provided that the situation is first discussed with the President; and
- c) To approve payment to owners of cars used in conjunction with working parties at the Lodge, provided such payments are in accordance with a scale of reimbursement as approved by the General Committee from time to time.