

## **1. President**

The President serves as the chief executive officer of the club, overseeing all club activities and operations. They provide visionary leadership, ensuring that the club meets its goals and objectives. The President chairs committee meetings, ensuring they are effective and efficiently run. They are also responsible for representing the club to external organisations and stakeholders.

## **2. Vice President**

The Vice President assists the President in their duties and stands in for them in their absence. They work closely with the President to oversee the operations of the club and may take on specific responsibilities as designated by the President. The Vice President also plays a significant role in member engagement and the development and implementation of club policies and programs.

## **3. Secretary**

The Secretary is responsible for maintaining accurate records of all club meetings and official communications. They prepare and distribute the agenda and minutes for meetings and ensure that members are informed of upcoming meetings and events. The Secretary also handles correspondence and keeps the club's official documents and records.

## **4. Membership Secretary**

The Membership Secretary focuses on the recruitment, engagement, and retention of club members. They maintain the members' database, process membership applications, and ensure that members receive all relevant communications and information. They also analyze membership trends to develop strategies for member engagement and growth.

## **5. Assistant Secretary**

The Assistant Secretary supports both the Secretary and Membership Secretary in their roles. They assist with administrative tasks, including preparing documents, handling correspondence, and maintaining records. They also help ensure that members are well-informed and engaged, and assist in processing membership applications and renewals.

## **6. Treasurer**

The Treasurer is responsible for managing the club's finances. They prepare the annual budget, monitor income and expenditure, and ensure that financial records are kept accurately and transparently. The Treasurer also prepares financial reports and ensures the club operates within its financial means.

## **7. Assistant Treasurer**

The Assistant Treasurer supports the Treasurer in managing the club's financial affairs. They assist with budget preparation, financial reporting, and monitoring income and expenditures. They may also take on specific financial responsibilities to ensure that the club's finances are managed effectively and transparently.

## **8. Marketing & Communication Officer**

The Marketing & Communication Officer is responsible for promoting the club and communicating with members and external stakeholders. They develop marketing

strategies, manage social media and other communication channels, and ensure that the club's message is conveyed effectively. They also play a key role in promoting events and activities to enhance the club's visibility and member engagement.

#### **9. Member Representatives (6)**

The Member Representatives serve as the voice of the club's membership. They communicate members' needs, concerns, and suggestions to the committee, ensuring that members have a say in the club's decisions and activities. Member Representatives also play a role in engaging and supporting members and participate actively in the development and implementation of club programs and policies.

Each role plays a crucial part in ensuring the club is effectively managed, members are engaged and informed, and the club meets its objectives and serves its members effectively.