

Bendigo Orienteers Administration Duty List:

Position	Duties	Office holder 2020
1. President	<ul style="list-style-type: none"> a. Ensure support for committee members to be competent in their roles b. Prepare club committee meeting agendas c. Send club committee meeting notifications to members d. Chair monthly club committee meetings e. Lead and guide committee members f. Attend OV AGM and planning meetings (general meetings if necessary) g. Ensure club committee meeting protocols are followed h. Approve/reject payments from the club's bank accounts i. Respond to enquiries from the general public who are interested in coming to the club's orienteering events. j. Organise EOY presentations and AGM k. Prepare and send: <ul style="list-style-type: none"> o Important club related information to all members o Information and/or requests to specific club members o External correspondence e.g. to OV and government organisations l. Cancel events when necessary and provide notification of the cancellation 	
2. Vice President	<ul style="list-style-type: none"> a. Stand in for President as needed b. Prepare a fixture for the club's events in the next season c. Encourage members to fill course setter and event helper roles d. Provide support and guidance to course setters and helpers (if required) e. Ensure event participant guidelines are up-to-date and visible at events f. Ensure there are up-to-date emergency procedures that can be enacted by all event officials 	
3. Secretary	<ul style="list-style-type: none"> a. Record and prepare committee meeting minutes b. Present minutes at committee meetings for acceptance c. Maintain an actions list d. Support treasurer, president and vice president as needed e. Work with the committee to prepare and send: <ul style="list-style-type: none"> o Important club related information to all members o Information and/or requests to specific club members o External correspondence e.g. to OV and government organisations f. Collect mail from the club's PO Box 	

4. Treasurer	<ul style="list-style-type: none"> a. Collect and deposit event fees b. Maintain financial records c. Prepare and present financial reports d. Process payments from the club's bank account and calculate OV event levies e. Organise payments of OV levies and fees f. Manage club's bank accounts (including signatories) g. Provide support payments to members selected to represent their state or country in high level orienteering events h. Maintain the club's mobile phone and square device (used for credit card payments) 	
5. Member Support Officer	<ul style="list-style-type: none"> a. Provide readily accessible points of contact for members (and prospective members) seeking information, providing feedback and reporting problems b. Assist with the resolution of club related disputes between members, event participants and their associates c. Address club related instances of assault, bullying, harassment, discrimination and victimisation when reported or observed d. Ensure ongoing compliance with Child Safe Standards. Check validation dates of WWC cards and follow up reminders for renewing. e. Check currency of members with first aid qualifications, as the club needs up to date qualified first aiders. f. (Provide support payments to members selected to represent their state or country in high level orienteering events) – with Treasurer g. Provide a welcoming atmosphere at events h. Make reasonable attempts to prevent members (and newcomers) from “falling through the cracks” i. Organise coaching for members wanting to improve their orienteering skills j. Organise for a club relay team to enter the Victorian Relay Championship 	
6. Equipment support officer	<ul style="list-style-type: none"> a. Manage the repair, replacement, upgrade, maintenance and inspection of equipment as necessary or as scheduled b. Encourage members to report equipment issues c. Conduct housekeeping of shed and trailer d. Ensure that the terms of the MOA with Bendigo Woollen Mills (Colin Walker) are followed e. Minimise the risk of equipment being lost, stolen or damaged f. Maintain a list of assets g. Monitor stock of consumables 	

	<ul style="list-style-type: none"> h. Attempt to locate missing equipment i. Ensure that items to be purchased are necessary, suitable for their intended purpose and are within budget j. Ensure that services to be purchased are necessary, most likely achieve the desired outcome(s) and will be delivered on time and within budget k. Organise the purchases of: <ul style="list-style-type: none"> i. Equipment ii. Consumables iii. External services l. Enable members to purchase SI sticks and club clothing 	
7. Eventor Administrator	<ul style="list-style-type: none"> a. Add club events on Eventor b. Ensure event details are complete and accurate c. Set up membership fees and types d. Maintain series scoring e. Provide LiveloX (or equivalent) facility for events f. Ensure event results are uploaded and correct g. Provide and remove administrator and organiser permissions according to club policy h. Maintain privacy of member's personal information stored on Eventor i. Report system faults to Eventor super administrator 	
8. Website Administrator	<p>Bendigo Orienteers website, webpages (Facebook, Team App, Google Docs) and club email addresses</p> <ul style="list-style-type: none"> a. Upload minutes on Bendigo Orienteers website b. Request and review content to post on website/webpages c. Prepare and post content on website/webpages d. Prepare and update an events roster (currently on Google Docs) e. Maintain website/webpages as fully functional f. Ensure emails to club email addresses are being forwarded to the correct personal email addresses g. Ensure an appropriate level of security for the club website, and all webpages and email addresses h. Manage website/webpage administrator and editor permissions according to club policy i. Upload the club newsletter to the Bendigo Orienteers website. 	

9. Mapping Officer (or sub committee)	<ul style="list-style-type: none"> a. Determine map update priorities b. Investigate opportunities to map new areas c. Prepare new maps d. Update existing maps e. Check for land ownership changes in orienteering areas f. Maintain database of up-to-date maps accessible to course setters 	
10. School Liaison	<ul style="list-style-type: none"> a. Work with local schools to support orienteering as a part of the curriculum b. Organise and host orienteering events for school students c. Increase community awareness of orienteering to increase participation in the club's events d. Apply for community grants to improve and grow (or sustain) the club e. Address complaints related to club activities 	
11. Indigenous Heritage	<ul style="list-style-type: none"> a. Ensure that the terms of the MOU with the Dja Dja Wurrung Clans Aboriginal Corporation are followed 	
12. Environment care	<ul style="list-style-type: none"> a. Obtain event permits Work with land managers and conservation groups to preserve natural areas used for orienteering b. Oppose inappropriate development e.g. mountain bike parks in areas (of high conservation value) used for orienteering c. Minimise the impact of orienteering on the natural environment e.g. park vehicles only on roadways 	
Shared duties of the committee and members of the club	<ul style="list-style-type: none"> 1. Maintain the quality of club events to reasonably meet participant satisfaction <ul style="list-style-type: none"> o Ensure compliance with permit conditions o Minimise event fee evasion and forgetfulness o Complete event incident forms when necessary e.g. if an event participant sustains injuries that require treatment at a hospital 2. Develop club policies and update as required (with consultation) <ul style="list-style-type: none"> o Ensure policies are visible to members by e.g. publishing on club's website/webpages o Ensure club policies are followed 3. Set club event and membership fees (subject to approval at AGM). Ensure all members and event participants are aware of these. 	

	<p>4. Ensure that a regular newsletter is distributed to members.</p> <p>5. Provide easily accessible and up-to-date:</p> <ul style="list-style-type: none"> a. Instructions for course setters and event helpers b. Procedures for club related administrative tasks c. Training materials and instructions (particularly) for juniors and newcomers wanting to learn the rules and techniques of orienteering d. Newcomers brochure <p>6. Continuous Improvement</p> <ul style="list-style-type: none"> b. Implement and manage new or upgraded technologies when found to be feasible, beneficial and efficient c. Implement and manage new services for members (and event participants) when there is a high demand and capacity to provide the services d. Introduce new event formats if there is support and capacity to do so e. Maintain traditions of the club unless the reasons and demand for change are significant f. Investigate and implement improvements that reduce workload and costs related to club operations (without sacrificing quality) <p>7. Organise and host high level orienteering events (state, national and international) when there is support and capacity to do so</p>	
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