



# Nomination of Office Bearers

*The 2011 Annual General Meeting of the New South Wales Rogaining Association will be held at 6.30 pm on Sunday 20 March 2011, at the site of the Minigaine*

*I, ....., being a member of the New South Wales Rogaining Association, propose the following persons as Office Bearers for the year 2011:*

President:

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Vice President:

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Secretary:

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Treasurer:

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Public Officer:

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Event Manager:

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ARA Representative:

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Safety Officer:

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Publicity Coordinator:

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Membership Secretary:

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Archivist:

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Equipment Officer:

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Webmaster:

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Volunteer Coordinator:

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Additional Committee:

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Mail this form to: **NSWRA Secretary, PO Box 847, Strawberry Hills NSW 2012** to arrive no later than 18 March 2011, or bring it with you to the AGM.

Signed by the nominator ..... Printed name .....

Seconded by ..... Printed name .....

# NSWRA Committee Roles

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**President:** The central figure for the Association. Chairs the committee meetings of which we have 6 per year. Addresses event gatherings welcoming and thanking all concerned. Writes the 'Presidential Piece' for each newsletter often citing topics that have arisen at committee meetings.

**Vice President:** Deputise for the President and assists chairing committee meetings, the Annual General Meeting or other formal activities of the NSWRA. Supports the Association and the Association's committee in all its activities, ensuring that the committee is mindful of all agreed actions and associated time frames.

**Secretary:** Coordinates committee meetings prior to and during meetings. Assembles the agenda and provides copies to committee members prior to meetings. Minutes the committee meetings and promptly distributes those minutes to committee for action on decisions made. Also has an active role in the general administration of the Association.

**Treasurer:** Keeps a close eye on the Association's budget. Ensures all expenses of the Association are paid promptly. Provides advice on financial matters involved with events. Produces annual Financial Statements for the Association.

**Public Officer:** Position required under the Association's incorporation and takes care of annual returns and governance issues. In addition this role is the central contact for the Association, members and public alike. Informs all concerned bodies of the composition of the NSWRA.

**Event Manager:** Sets the calendar of events for the year, ensuring that we have a balance of event types and locations. Liaises with the Volunteer Coordinator to ensure each event has a suitable team of volunteers. Makes regular checks that everything necessary is being done to ensure a successful outcome for every event, providing advice wherever necessary.

**ARA Representative:** Represents our Association at the national level at the Australian Rogaining Association Annual General Meeting. Participates throughout the year in discussions with other ARA representatives on such matters as the rules of Rogaining and national publicity initiatives.

**Publicity Coordinator:** Coordinates the active promotion of the sport of Rogaining via whatever avenues available. This 'active promotion' includes promoting the sport to new markets and peoples, and encouraging current members to participate in the upcoming events. Ensures the continual growth of the sport.

**Membership Secretary:** Maintains the membership database, getting excited whenever a new member joins our ever growing sport. Receives membership renewals, deposits membership fees and reports all deposits to the treasurer. Determines the number of newsletters to be produced and provides the labelling for the newsletter mailout.

**Archivist:** The role of the archivist is to collect and maintain a record of all the activities of the Association. This would include such items as the maps and paperwork associated with each event; newsletters; and business papers such as minutes and policy outcomes.

**Equipment Officer:** Maintains the Association's event trailer and the equipment stored in the trailer. Makes arrangements to ensure the trailer is available at each event. Finds a home for the trailer between events. Presently stored at Julian Ledger's and may remain there as required. Maintains Association's supply of control flags and intention boards.

**Webmaster:** Builds and maintains the Associations website posting regular updates. Upgrades and develops improved methods, using current technologies, for providing increased efficiency for association administration, such as On-line event entries.

**Volunteer Coordinator:** The volunteer coordinator is the central person keeping a record of volunteers and keeping those records up to date from each event. Using those records the coordinator is able to help event organisers to find the necessary volunteers to run events. In an entirely volunteer based organisation this role is vital.

**Safety Officer:** Involved in managing risk for the Association, in preparing guidelines for the safe preparation and management of events, encouraging a safety conscious approach to events by organisers and competitors, reporting to the committee on relevant issues, reviewing, purchasing and maintaining safety equipment for use by the Association and liaising with other organisations on matters of safety.

**Additional Committee Members:** These people don't have a specific duty. They are ordinary rogainers who have some good ideas about encouraging the sport to grow and be enjoyed by all.

**There is no closed door on the committee - all are welcome.  
All these roles can be taken on by any member with an interest to be involved.**