

Christchurch Freediving Club committee

President: Nicholas Cameron

Treasurer: Anna Taylor

Secretary: Anna Taylor

Privacy officer: Nicholas Cameron

Communications: Open

IT: Nicholas Cameron

We seek to expand the committee, ideally to six members, as soon as possible.

Responsibilities

- President
 - Safety
 - Ensure we have all necessary safety docs
 - Incident reports are followed up
 - Safety policies are followed
 - Ensure pool sessions have a person in charge
 - Equipment is safe and in good condition
 - Liaise with other orgs (FDNZ, Companies Office, AIDA, other clubs, etc)
 - Liaise with pools and council
 - Person in charge is nominated for each training session
- Treasurer
 - Keep financial records
 - Pay expenses (including lane hire, FDNZ)
 - Ensure Club members have paid dues
 - Invoicing sponsors
- Secretary
 - Schedule AGM
 - Meetings are recorded and minutes are kept
 - Meetings have agendas
 - Paperwork is kept and up to date
- Privacy officer
 - Ensure private data is kept private
 - Privacy policy formation and enforcement
- Communications
 - Training sessions, AGMs, other events and news to club
 - Website content
 - Social media
 - Advertising/marketing
 - Liaise with press/media
 - Communicate with potential sponsors

- IT
 - Website
 - Email
 - Security of personal information
 - Administer other IT resources (Drive, GitHub, etc)
- Social
 - Organise trips, social meetups, etc.