

CUTC job descriptions

1 October 2007

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1. PRESIDENT (updated October 2007)

The essence of the President's role is to provide experienced and wise advice to the committee, whilst minimising his/her active involvement in the actual day-to-day running of the club.

General duties include:

1. Give direction to the club and provide leadership. This requires having an overall awareness of the problems and advantages associated with the club's situation.
2. Provide support and encouragement to the committee. Make it clear that they are available (they should explicitly say this to the committee), be aware of differences and try to solve them, and communicate with the Club Captain.
3. Actively offer advice, experience, support, encouragement, ideas and improvements all the time and not wait to be asked.
4. Provide continuity from year to year, help with the transition period and generally know from past years how to go about certain jobs.
5. Be available for consultation by all club members and represent the interests of the membership in discussions.

Specific duties include:

1. Make sure that all committee members know about the constitution, committee job descriptions and guides on the CUTC web page. Make sure that the Club Captain is briefing committee members adequately on their duties, and that the Club Captain is checking that the duties are being adequately carried out.
2. Apply for grants, e.g., Hillary Commission Funding, UCSA club grants (good information on funding: <http://www.sparc.org.nz/about-sparc/funding>). The writing / filling out of grant application can be delegated to the secretary.
3. Represent the club, deal with media if appropriate and act as UCSA contact.
4. Update the details of the committee and the club (can be delegated to the secretary) with the UCSA Clubs Development Officer (cdo@ucsa.canterbury.ac.nz), John Spencer (clubbookings@ucsa.canterbury.ac.nz; he needs to know who has gear locker keys and UCSA swipe cards), the Registrar of Incorporated Societies (<http://www.societies.govt.nz>) and the UCSA clubs web page (can be done online). Pass on the logins and passwords for the UCSA and the Incorporated Societies online accounts to the next President.
5. Update the club manual (constitution, guides, job descriptions).
6. Make sure the CUTC stays an incorporated society (see <http://www.societies.govt.nz>, 'Information Library' in the menu on the left, then 'Incorporated Societies' in the main frame, 'Running an Incorporated Society (general info)')! Otherwise it's \$200 plus having to find all the missing documents which could be nearly impossible. To meet the ongoing filing requirements, annual financial statements need to be filed with the Registrar of Incorporated Societies (can be done online), in case the constitution is altered the change also needs to be filed, and address and organisational details need to be up to date (online).
7. Liaise with other tramping clubs, e.g., Otago (OUTC), Massey (MUAC), Victoria (VUWTC), Auckland (AUSA), Lincoln. Apart from exchanging information and experience, this can include combined events and trips.
8. Attend committee meetings.
9. Write a President's column for the newsletters and a President's report for TROG.

Other:

- Be an active member of the club. Come on Freshers, attend most meetings – a lot of organisation happens at meetings, and this reduces the need for laborious committee meetings – and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.

- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
- Hand over all information, material and useful ideas to the person who takes on your role at the end of your term. It helps tremendously in the smooth running of the club.

2. CLUB CAPTAIN (updated October 2007)

The overall responsibility of the Club Captain is to ensure that all club activities run smoothly, that all the Officers are doing their jobs well, and that all club members are catered for equally. The Club Captain is effectively the manager of CUTC.

Specific duties include:

1. Briefing new committee members on their role, including making sure the secretary hands out job descriptions in print.
2. Checking committee members are undertaking their duties adequately, and helping them if they are having difficulties.
3. Oversee the organisation of all the weekly club meetings.
4. Organisation and chairing of committee meetings.
5. Ensuring that all committee positions are filled. This includes overseeing the finding of new committee members, whether at the regular end of the position's term or during the year.
6. Organisation of 1/2 AGM and Full AGM.
7. Organisation of Clubs Days.
8. Organisation of Freshers as the first club trip of the year.
9. Send delegates to clubs, societies and DoC Recreation Liaison meetings.
10. Organisation of the gear sale(s).
11. Ensure that TWALK organisation runs smoothly.
12. Plan for future, e.g. record ideas/suggestions for activities and speakers for future reference.
13. Choosing and delegating use of UCSA photocopier pin number.
14. Write Club Captain's report for each newsletter and TROG.
15. Oversee day to day business of club, including helping members with questions or problems.
16. Sign CUTC cheques.
17. Club Captains should make sure that the committee member e-mail forwarding from xxx@cutc.org.nz is up to date.

Weekly meetings:

Club meetings are normally held at 7.30 pm on Wednesdays during term time. (Tuesday nights were tried several years ago but were unsuccessful. Some people find it very hard to get organised for the weekend with Wednesday night trips, but few people will make a commitment to go on a trip as early in the week as Tuesday). The weekly meetings are to be organised by the club captain(s).

The Club Captain's job is to:

1. Secure room bookings, see UCSA website www.ucsas.org.nz → "Club room bookings". Do this timely, i.e. as early as possible (book meeting room for the whole year before the first term). Large rooms are required for: the first term, TWALK organisation and the AGM.
2. Book a projector for all meetings through UCSA night manager, demand is high so do this first thing in the year! In 2007 we negotiated a flat-rate of \$150 for the year.
3. Present notices on the events of the previous week, what is happening the following week, and what is happening this week as well as other relevant information like who to see to join the club.
4. Arrange the speaker/slide show/activity for that meeting. Ideally the first meeting of the year should present an overview of the club, and be welcoming to new members. Organisation of speakers or activities for meetings should be delegated to specific committee members (or any club member) when the programme is arranged for each term. Speakers should be interesting and reflect the wide interests of the club and not the elite (i.e. basic and epic subjects!). Speakers can be both club members and outsiders. The organization of one meeting a term can be delegated to the Social Officers and/or the Environmental Officers. There should be space for weekly announcements at each meeting.

5. Be the 'front person', introducing the speakers or other activities.
6. Inform the publicity officer of the details well in advance and ensure that publicity is extensive.

Weekly e-mail:

Club Captains should find somebody (usually the technowizard) to send out the weekly club e-mails with Wednesday meeting programme and weekend trips (it's important to **blind** carbon copy the club member's e-mail addresses).

Committee meetings:

The purposes of having committee meetings are to:

1. Keep in touch with the other Committee members. Usually a short report on what has been happening in each role is presented.
2. Disseminate non-urgent mail.
3. To make policy decisions.
4. To plan actions that need to be undertaken (e.g. organisation for club day).
5. Discuss the purchase of major items.
6. Discuss the proposals to apply for funding.
7. Discuss affiliation/ support of other organisations.
8. Discuss and safety concerns and accidents.

Dates for committee meetings are to be set with the calendar. These should be approximately every term. An agenda is to be prepared and publicised before each committee meeting. Committee meetings are to be chaired by the Club Captain and are to follow correct formal meeting procedure.

1/2 AGM and full AGM:

Agendas are to be publicised in advance and the meetings. See Publicity Officer's role for details on where and when these meetings must be publicised. The AGMs are chaired by the Club Captain.

The Half AGM is held late in the year. The following new committee members are elected:

- President
- Club Captain
- Secretary
- Treasurer
- Trips Officer
- Safety Officer
- Membership officer
- Instruction Officer
- Publicity Officer
- Newsletter Editor
- Technowizard (not traditionally a committee position)

The AGM is about the third club meeting of the year. The following committee members are elected:

- Environmental and Avoca Hut Officer
- Social Officer
- Gear Locker Officer
- TROG Editor

Clubs days:

Second week of term one. About half the membership signs up on the first day, and half on the second.

Club Captain to:

- Book a table with the Clubs Development Officer
- Ensure that an appropriate display is prepared.
- Arrange for CUTC members to be at the table to take enrolments.
- Ensure that the following forms are ready:
 - membership registration forms (350)
 - information fliers (500)
 - Newsletters (350)

The newsletters should only be given to people who have become members. Organisation for Clubs Day will probably involve a meeting before the start of the year, or in the 1st week. All Membership registration forms should go to the Membership Officer. It is useful to hire a laptop so that members' details can be entered on to a spreadsheet on Clubs Day.

Freshers:

Freshers is an introductory, relaxed tramp, designed to introduce and enthuse first-time trampers to tramping and a social tramp for more experienced trampers. Freshers is normally organised by the Club Captains with some organisation delegated if required. Usually Freshers is the first tramp of the year, held after the first meeting of the year with about 60-70 members. It is an advantage if it can be timed to be after the gear sale.

- Select a suitable location: The tramp should be easy and of short duration (2-4 hours), with nice scenery and good campsites.
- Organise or delegate transport: normally a bus and/or mini vans, plus cars as needed.
- Organise or delegate the cooking of a dinner. Generally a vegetarian meal is easiest and caters for most people.
- Consider the impact of a large group on the environment, and other outdoor users.
- Encourage all committee members to attend. This helps with group management and gives the option for several groups going in by different routes.

Gear sale:

The purposes of Gear Sales are to:

- Provide the opportunity for CUTC members to get good quality cheap gear.
- To provide bargaining power for CUTC to get sponsorship.

In the selection of a retail outlet to hold a gear sale the following shall be considered:

- The quality and the range of equipment provided.
- The amount of space in the store. (Once the Gear Sale was held at Bivouac, but the lack of space meant many people were waiting outside.)
- The quality of the service (The quality of service often changes with changes in the staff).

Approach major tramping/climbing retail outlets to get discount offer for a CUTC gear sale. Then compare same/similar items at each store to find the best deal, e.g. Torre/Terra Nova packs, Solstice/Scorpion sleeping bags, Parkas etc. The Club Captain may delegate organisation of the gear sale. Two Gear Sales can be held each year. Gear Sales should be arranged after loans/allowances have come through, for the convenience of students and retail staff.

TWALK:

Organisation of Twalk is offered to the previous year's winners. If they are not willing, then organisers need to be found well ahead of time – at least about 4-6 months prior to the event (weekend in May closest to full moon). Make sure that TWALK organisers are aware of their responsibilities (see TWALK organisers job description). Arrange for, and present a gift for the TWALK organisers at the TWALK Prize Giving to show appreciation for their work.

Other:

- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
- Hand over all information, material and useful ideas to the person who takes on your role at the end of your term. It helps tremendously in the smooth running of the club.

3. SECRETARY (updated October 2007)

Specific duties include:

1. Taking minutes of committee meetings and AGMs.
2. Preparation of an action list at the end of a committee meeting to be given to the Club Captain.
3. Chairing meetings if Club Captain is absent.
4. Clearing the mail box weekly, notifying committee members of mail relevant to their portfolio and answering letters.
5. Maintaining a copy of, and understanding, the constitution, guides and job descriptions.
6. Updating of the Committee job descriptions and distribution of these to all new committee members by e-mail and in print.
7. Preparation of all affiliation forms as required by the UCSA.
8. Notifying the UCSA Clubs Development Officer of any changes to the CUTC constitution.
9. Filing the annual financial statement with the Registrar of Incorporated Societies after the AGM in March (this can be done online, ask the President for the login details). In case the constitution is altered the change also needs to be filed, and address and organisational details need to be up to date.
10. Place all records, e.g. minutes, in the minutes book (to go into the McMillan Brown Library once full). Ensure the Newsletter Editor and the TROG Editor have placed a copy of their journals with the Central Library and the McMillan Brown Library (can be checked in the regular library catalogue).
11. The Secretary may be a cheque signatory.
12. The Secretary may share the duties of the Treasurer.

Taking minutes of the meetings:

The minutes are to be typed and e-mailed to the committee. A copy is to be kept in a minutes book. Minutes must be read in the next committee meeting.

Preparation of all affiliation forms as required by the UCSA:

The forms will be available on the UCSA web page and should be done as soon as possible during the first term (watch the due date). This is a considerable job, requiring the collation of paperwork from a number of committee members.

Other:

- Be an active member of the club. Come on Freshers, attend most meetings – a lot of organisation happens at meetings, and this reduces the need for laborious committee meetings – and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
- Hand over all information, material and useful ideas to the person who takes on your role at the end of your term. It helps tremendously in the smooth running of the club.

4. TREASURER (updated October 2007)

General description:

1. To control and handle all receipts and payments, and to keep an accurate account of them.
2. To ensure payment of committed expenses.
3. To keep accounts up to date and to prepare summaries for full and half AGMs and TROG.

Specific duties include:

1. Communication with trips leaders and organisers to determine budgets for trips/courses/events and the final cost per person - details on cost per car.
2. Ensuring appropriate change is in the cash box for specific events (\$5 and \$10 notes are often needed in large numbers).
3. To prepare a proposed budget for the year for affiliation to UCSA (by 31 March), to be presented at the AGM.
4. To prepare a Treasurers Report to the end of February to be used for affiliation to UCSA, Hillary Commission Application, to be filed with the Registrar of Incorporated Societies and to be presented at the AGM.
5. To prepare a Treasurers Report for TROG to be presented at the half AGM.
6. To advise Club Captain on a regular basis the current cash flow situation.
7. Control of money during Clubs Days. Cash and cheques will need to be deposited regularly during the day.
8. To keep track of and budget for future commitments.
9. To keep all invoices/receipts/cheque lists and financial correspondence relating to club activities.
10. Liaising with the Gear Locker Officers, to ensure that appropriate records of financial transactions with the gear locker are kept, and that income from the gear locker is regularly deposited in the club account.
11. The Treasurer shall be a cheque signatory
12. Arranging the change of cheque signatories following the half AGM.

Specific areas:

1.) Incorporated society

The treasurer needs to be familiar with the requirements for running an incorporated society (see <http://www.societies.govt.nz>, 'Information Library' in the menu on the left, then 'Incorporated Societies' in the main frame, 'Running an Incorporated Society (general info)'). This mainly includes proper record keeping and filing annual financial statements with the Registrar of Incorporated Societies (the CUTC President has the club's online account details; on the previously mentioned web page there are instructions and a sample financial statement). This is important as regaining this status once lost would be difficult and expensive.

2.) Receipts

- A receipt docket must be given in return for any money received.
- All money must be banked as soon as possible and a record kept of all amounts and details.
- A record must also be kept of deposits made to the bank.
- Cash on hand is kept LOCKED in the cash box. The Gear Locker has a separate cash box.
- If many cheques are received, use the form provided to deposit them and keep a copy.
- Cheques received that are not personalised should have name and address on the back.

3.) Payments

- Payments are made using the ANZ cheque book.
- Payments can NOT be made directly out of the cash box as no sufficient control can be kept of in/out flows.
- They must be co-signed by the treasurer and another signatory.
- All cheques should be easily traceable to receipts/invoices.
- Statements are obtainable on request from the on campus ANZ or online.
- When paying significant amounts to a person outside the CUTC request a receipt.

4.) Subscriptions

- Subs are our main source of income, it is important to keep track of them. As of 2007 subs are \$20 per full year membership, \$15 per half year membership.
- Treasurer should liaise with the Membership Officer to ensure appropriate money control when people join after Clubs Day.
- People should pay BEFORE filling out a details form.
- Always issue a receipt.
- Don't let too much cash accumulate in the cash box.
- Make sure that cheques received are filled out correctly, i.e. are made out to University of Canterbury Tramping Club or CUTC.

5.) Gear locker

- Cash received by gear locker officers should be kept separately and recorded by them.
- The Gear locker Officers should not pay for gear purchased out of gear locker money that has accumulated.
- It is up to the Treasurer to regularly collect money off the gear locker officers and bank it.

6.) TROG

- The annual club magazine involves a large end of year expense. Costs of publishing are around \$1032 (2005). It is therefore necessary to budget so that the club account has enough money at the end of the year to cover this expense.
- It is the TROG editor's responsibility to organise advertising to cover some of the costs of TROG.
- It is necessary to consult with TROG editors as to what advertising has been received. TROG editors bill the people concerned for what they have agreed to pay and chase up unpaid accounts.

7.) Trips

It is important that CUTC trips don't run significantly over cost as this reduces the money available to subsidise other events. The aim for most trips is to break even.

(a) Small weekend trips

The costs for weekend trips are met by the trip members. Costs are determined by the Trips price list (to be kept up-to-date by the treasurer in line with current petrol prices) and to be paid upfront to the treasurers the meeting before the trip takes place (use treasurers' trip form). If external transport needs to be hired this has to be taken into account when calculating the trips price.

(b) Large trips e.g. Freshers/Easter/TWALK

The Treasurer needs to consult with organisers to ensure that the trip doesn't make a loss. This needs a reasonably accurate estimate of numbers of people. The cost can vary significantly

depending on whether private cars or hired vans are used. Even if you are only \$5 out per person, that means \$300 for sixty people.

(c) Instruction courses

Instructors are fully subsidised. Costs are usually transport, food, petrol and accommodation. The course may be subsidised. This needs to be budgeted for.

8.) Budgeting

The Tramping Club is both a non-profit and a non-loss organisation. It is therefore suggested that a budget be drawn up at the start of the year. This can be revised at any stage during the year.

The budget will have to include payments for:

- gear purchases
- gear maintenance
- newsletters
- affiliation to FMC
- TROG
- Club night expenses
- general administration
- social events
- subsidized activities
- etc

Receipts from:

- subscriptions
- Club grant
- social event proceeds
- advertising
- gear hire
- donations?
- etc

9.) Contingency fund

A sum of \$10,000 is in an ANZ online call account, although the committee decided that the target should be \$7,500. This money acts as CUTC's "insurance" should an excess need to be paid on a hire van following an accident, and for other unforeseen circumstances. Expenditure of any of this money must have approval of the committee.

Other:

- Be an active member of the club. Come on Freshers etc. and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfilment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
- Hand over all information, material and useful ideas to the person who takes on your role at the end of your term. It helps tremendously in the smooth running of the club.

5. TRIPS OFFICER (updated October 2007)

Specific duties include:

1. Compiling a suitable list of trips each term for the newsletter. There normally needs to be about four or five trips organised for each weekend during term, plus about five or six for the holidays that follow. Trips should vary in difficulty from easy day walks through to extreme missions. The format for describing trips can be copied from previous years as can the grading system.
2. Attempting to find coordinators for trips taking place in the weekend **before** the Wednesday meeting. Coordinators can be found at the meeting, but this makes things chaotic on the night.
3. Turning up to the Wednesday meeting and:
 - Present the trips for the coming weekend. PowerPoint can be an effective tool in order to illustrate what particular trips will be like using photos and maps, although this is not essential.
 - Distribute the forms for official club trips to the trip coordinators for the weekend. Help them with any problems or questions they have.
 - Provide the treasurers with a list of the trips for the weekend and their respective costs.
 - Ensure the Safety Officer has checked all trips for the weekend.
4. Keep a record of which trips went ahead and which didn't. This is useful when compiling trip lists later in the year – trips which were cancelled for some reason could be repeated.

Books held by Trips Officer:

The following books are owned by CUTC but should be held by the Trips Officer:

Tramping in the South Island – Arthur's Pass to Mt Cook

Tramping in the South Island – Mount Richmond Forest Park to Arthur's Pass

Definition of a 'Club Trip':

A club trip is defined as a trip that is approved by the Trips Officer and the Safety Officer and is financed through the Treasurers. Holiday trips are not normally 'official' club trips but can still be suggested by the Trips Officer.

Freshers:

A "Freshers tramp" is to be organised at the start of the year. This should be an easy social trip. Ideally Freshers is to be promoted on Clubs day and an information sheet handed out then. Freshers is often run by the Club Captains rather than the Trips Officer so this should be discussed with them.

Other:

- Be an active member of the club. Come on Freshers etc. and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
- Hand over all information, material and useful ideas to the person who takes on your role at the end of your term. It helps tremendously in the smooth running of the club.

6. SAFETY OFFICER (updated October 2007)

The Safety Officer's job is to ensure the continuation of a high level of safety on all Club trips and to promote safety on private trips.

Specific duties include:

1. Attend every meeting, or arrange another suitable person (e.g. Instruction Officer), who can act as Safety Officer in your absence. You should avoid responsibility for tasks such as collecting money for the Treasurers, but instead spend your time answering questions about tramps and appropriate equipment.
2. Be aware of who is, and is NOT a suitable leader.
3. Educate members on safety issues
4. Encourage members to take leadership roles so that they can effectively and safely organize trips.
5. Ensure the leader for each trip has the appropriate skills. This means going around each trip talking to trip leaders and making sure that they know what they are doing.
6. Ensure trip leaders have completed a pre-trip hazard and equipment checklist.
7. Debrief leaders after trips and collect any relevant information. If they got lost they may need to be sent off on a course.
8. Ensure that all Club activities are safe.
9. Hand out appropriate gear lists to people going on tramps if necessary, or direct them to website.
10. If someone has an accident, suggesting that they get some counseling is often a good idea.

The Safety Officer has the power to:

- Stop a trip from going.
- Stop a person from going on a trip.

Broad safety issues:

- People not wearing the right clothes, and not understanding how changeable the New Zealand climate is. This is particularly a problem with North Americans who are used to stable weather patterns day-after-day in their home state.
- People not eating enough or taking enough water. You burn through a lot of calories when tramping and can get dehydrated quickly.
- Different cultural attitudes to safety. Some students from overseas may think that their safety is solely their responsibility.
- People not knowing how the Base Contact system works.
- Wasps.
- Giardia.
- Sharing of water bottles (meningitis and herpes).
- Hypothermia (being too cold) and hyperthermia (overheating).
- Alpine hazards, such as avalanches.
- Use of gas stoves, e.g. carbon monoxide build-up in huts.
- Not enough experienced people on trips. It is difficult to get more experienced people to come along unless you ask them early on Wednesday night. They are more likely to come if they know their friends are also coming. It is best to restrict trips to one mini-bus load unless you can get a number of experienced members to come along. As well as safety, you need to consider the enjoyment of the trip leader.

Mediums for raising club members' awareness of these issues could include:

- Newsletters. You can provide a column for each issue.

- Meetings. Usually there is a good and bad tramper demonstration at the beginning of each semester. The ‘bad tramper’ should not be someone who is going to lead trips –those at the back may not hear what is going on and draw the wrong conclusions from the demonstration if the ‘bad tramper’ later gives a slide show on their recent trip to Mt Everest. Remember that the club gets an influx of new members from overseas at the beginning of each semester.
- Club email. The club sends out an email each week, and you can write a paragraph on topical issues such as recent snowfalls.
- Instructing leaders
- Handing out gear lists and directing people to lists on the webpage.

Leaders scheme:

- People with some experience should be encouraged to become assistant leaders. It is the job of the Safety Officer to encourage this. The information given on membership forms should help target people with the appropriate skills. Ask trip leaders to recommend other people.
- The level of responsibility given to the assistant leader is flexible.
- Leaders and potential leaders are encouraged to attend courses to improve their skills. The club should pay for these for people who are going to be around the following year.
- Leaders are to be encouraged to do more teaching on trips
- WARNING: Sometimes people who push themselves forward as potential leaders do not have appropriate interpersonal skills for leading trips.

Ensure that the leader is appropriate for the trip:

People good at leading harder trips may not have an appropriate leadership style for easy trips, and vice versa. Criteria for suitability to lead a particular trip:

- Appropriate technical skills.
- Appropriate experience.
- An appropriate leadership style.
- An appropriate personality.

Problems could occur if someone is continually taking risks, or is in denial about mistakes they have made. In these cases other clubs have found that it is best to act quickly. Sending risk-taking leaders on instruction courses is not necessarily the best solution as it may simply increase their confidence. It may be necessary to require them to have a discussion with a psychologist about their attitude towards risk, and to get an evaluation of whether they should be leading trips. Ultimately it may be better if they move to a tramping club where there are more experienced people to keep them under control, and fewer inexperienced members whose lives are being placed at risk. It should be pointed out that this has not been a problem in the CUTC.

You will also need to support trip leaders who are facing unfounded criticism. For instance, sometimes groups get delayed by a night due to factors such as high rivers or illness among group members. Often it is safer to stay out for another night than press on and risk an accident.

Pre-trip check list:

Make sure that trip leaders have identified hazards before the trip leaves. You can often go through risk management of the trip with the trip leader at the Wednesday night meeting. Do not do it for them, but make sure they have identified risks and how to reduce them. Remind them that if people do not have the correct gear when the trip departs they will probably have to be left behind. For instance, trip leaders can require people wearing jeans to go and get changed before coming on the trip. Sometimes it may be safe to let them come, but the trip leader should

advise them on what to wear next time. Trip leaders should also be reminded that they may need to go on an easier tramp if the weather deteriorates.

Make sure that appropriate safety gear is taken such as a first aid kit, mountain radio, ice axes, etc. Direct them to the trips planning sheets.

Trip leaders need to organize a base contact while they are away. They need to inform the base contact when they arrive home safely.

Debrief leader after trip:

Ask trip leaders for relevant information, such as people who may be potential future leaders or any major problems that occurred. Keep a record of near-misses and write them up for the Newsletter if this seems useful.

Ensure all club activities are safe and enjoyable:

The Safety Officer has the right to stop a trip from going. This is a right only to be exercised as a last resort, when the trip is seen to be unsafe and there are no other alternatives. You can suggest that people choose an easier trip. If people are planning a trip that seems unsafe you can instruct the gear officer not to hire them any gear. Sometimes you will need to protect members from themselves.

The Safety Officer also has the right to stop a person from going on a trip. If a person has signed up for a trip that is clearly beyond their ability and is going to increase the risk to an unacceptable level then that person can be stopped from going on that trip.

Private trips:

The club has much less control over these. However, you can still suggest easier alternatives and tell the gear officers not to lend people equipment. If people's plans seem overambitious try and persuade them to come on easier trips so that they learn their limits. Get them to have a beer with the most experienced club members and refer them to old TROG reports.

Other:

- Be an active member of the club. Come on Freshers etc. and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
- Hand over all information, material and useful ideas to the person who takes on your role at the end of your term. It helps tremendously in the smooth running of the club.

7. MEMBERSHIP OFFICER (updated October 2007)

Specific duties include:

1. Encourage people to join CUTC.
 - a. Be available at the start of every meeting with membership forms, receipt book, copies of the latest newsletter and cards.
 - b. Print information sheets on the club.
2. Prior to clubs day, arrange to have membership forms and membership cards printed.
 - a. Membership cards usually take at least a week to be printed, and therefore should be arranged to be printed well before clubs day.
 - b. Ensure that there are sufficient membership forms and membership cards to last the year. Five hundred forms and cards should be sufficient.
 - c. In 2006, we used BNS Design & Print, and they should know our requirements.
3. Develop and update records of all current club members.
 - a. Make an excel file and save it to CD.
 - b. Include the following information (this should be included on the membership form):
 - Name
 - Physical address
 - Contact phone numbers
 - Email address
 - Date of birth
 - Student (yes/no)
 - Sex
 - Emergency contact details
4. Act as the contact person for people to change their contact details.
5. E-mail a name, email and phone list of the committee to the Newsletter editor for the first newsletter.
6. Print membership list (with student number but no other contact details) for UCSA affiliation (secretary does affiliation in term one) with UCSA and non-UCSA member totals in club.
7. Provide relevant committee members with members contact details by sending them a weekly email of the member list. The following committee members should be provided with the full contact details of the club members (including emergency contacts):
 - President
 - Safety Officer
 - Club Captain
 - Gear Locker Officer
 - Treasurer
 - Newsletter
 - Email
8. Ensure all members have paid their membership fees and signed the Membership Registration Form.
9. Hold copies of all membership forms.
 - a. All copies of membership forms should be held by the membership officer during the year.
 - b. At the end of the year the membership forms should be filed in the CUTC filing cabinet in the clubs room.

Life members

The life members of the club are: Currently none.

Other:

- Be an active member of the club. Come on Freshers etc. and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
- Hand over all information, material and useful ideas to the person who takes on your role at the end of your term. It helps tremendously in the smooth running of the club.

8. INSTRUCTION OFFICER (updated end of 2006)

The instruction officer's job is to raise the standard of skills and safety in the areas of Bushcraft, Leadership, Snowcraft, Rockclimbing, First Aid.

Requirements:

1. The instruction officer should be familiar with the Mountain Safety Council Safe Operating Procedures (SOP)
2. All courses should be run as close as possible to the MSC operating procedures. This includes thorough risk management planning.
3. Organization of instruction courses, as per suggested schedule – see below.
4. The instruction officer should communicate with Trips Officer and Safety Officer to ensure that appropriate and adequate instruction is being given.
5. Training of instructors to be encouraged and organized as much as possible, Eg through MSC or NZOIA, as well as within the club. Also training of leaders for general trips.
6. The calendar of instruction events is to be prepared and publicized 1 term in advance.
7. All relevant outside courses are to be publicized and if necessary bookings made for the Tramping Club.
8. A list of instructors and their abilities is to be maintained and standards for instructors formalized.
9. Teaching orientated trips are to be encouraged.
10. Ensuring CUTC instruction books are up to date.

Teaching of instructors:

- The general approach of CUTC is to get our CUTC instructors up to a good level of knowledge and skill and have them lead the instruction courses, rather than using outside instructors. This would be prohibitively expensive.
- Sending our CUTC instructors on outside courses is a good idea though. It may be possible to get grants (e.g. Hillary Commission) for this. Attempts should be made to have women instructors at every event.
- FMC Alpine Instructors Course (if available) or leadership course.
- MSC bushcraft/alpine skills/avalancheBooks held by CUTC.

Suggested events to be organised (or delegated):

- Basic Bushcraft, preferably 1st term.
- Rivercrossing day (can be combined with Freshers).
- Leadership course.
- Basic and intermediate Snowcraft courses.
- Rockclimbing beginners course.
- Outdoor 1st Aid course – Mountain Safety Council/Independent Medical Services.
- Evening sessions on 1st aid, navigation or anything else appropriate.
- Anything else considered relevant.

The contact for the MSC is Michelle Metherell Ph 351-0942. MSC will not train CUTC instructors as instructors unless they are in the MSC (although MSC individuals may be convinced). Joining the MSC is an option, although the process is very slow (joining especially). Training is up to the individual, you get out what you put in, but you'll get more out of it if you are already have plenty of climbing experience.

Books held by CUTC:

All the relevant manuals, such as the Mountain Safety Council Bushcraft and Mountain Craft books should be held by CUTC and used for within club instruction of instructors.

List of files and folders:

There are many documents that have been created and updated over the years. Recent copies can be found on a CD in the gear locker (once Dave B. has put it there).

- General:
 - Instruction description
 - MSC courses, 2007
 - MSC Alpine courses, 2006
 - CUTC 2005 Instruction report
 - Suzie Gaskin's comments from 1994
 - MSC Alpine Operating Procedures
- Basic Snowcraft:
 - Alpine gear list
 - Avalanche advisory newsletter example
 - Info for 1 day basic alpine course (MSC)
 - Snowcraft notes
 - 2006 Basic snowcraft info sheet (CUTC)
 - 2006 basic snowcraft instructor's sheet (CUTC)
- Intermediate snowcraft
 - Intermediate info sheet
 - Report on Snow Anchors, by Don Bogie
- First Aid
 - Typical infosheet (MSC)
- Bushcraft
 - Bushcraft info sheet
 - Bushcraft timetable
 - Bushcraft instructor's notes
- River crossing
 - 2005 notes
 - Steve's notes

Other:

- Be an active member of the club. Come on Freshers, attend most meetings – a lot of organisation happens at meetings, and this reduces the need for laborious committee meetings – and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
- Hand over all information, material and useful ideas to the person who takes on your role at the end of your term. It helps tremendously in the smooth running of the club.

Comments from 2005/2006 instruction officer David Bones:

Generally speaking instruction courses can be throughout the year. There are plenty of information sheets from past years for both participants and instructors. Find these (on the website, for example) and modify them for the current year.

Suggested calendar:

First term:

- River crossing
- Rockclimbing day
- Bushcraft course
- (Intermediate snowcraft)

Second term:

- Outdoor First Aid

Third term:

- Basic snowcraft

Fourth term

- Intermediate snowcraft

1.) River crossing:

This should be very close to the start of the year so that people have the experience before Easter trips.

Read the “River_crossing 2005 (Instructors)” sheet, print a copy out for each instructor (can laminate if really keen). Update if necessary. See Steve’s notes for a more detailed list.

The course can be run in an afternoon. It should be preceded by a introduction (the MSC video is good) on the prior Wednesday night meeting. This would be shown to the entire club, and be the focus of the meeting. This covers a brief description of why it is important, how to choose a crossing place, when it is too dangerous.

At the Wednesday meeting, all participants pay and get an information sheet telling them what to bring and what to expect. They should be wearing their normal tramping gear (it will be necessary to spell this out, otherwise they will turn up in jeans). They should also have spare clothes that do not cross the river with them. Cameras are at risk of getting wet. They should have a pack with a liner, filled with junk to give it a realistic weight. Obviously they can put raincoat, snacks, water in as well.

The river crossing practice itself has usually been carried out at the Waimakariri, It is a very good river because it has a relatively smooth bed, lots of choice in size, depth and speed of channels to cross and is close. The course has been run both near Christchurch (McLeans island) and further up (at the railway bridge south of Bealey, as part of Freshers). If at McLeans Island, it is a good idea to go out there the day before the course and check out a good location. It is a good idea to choose one site that would still be good if the water level goes up and one if it drops. The ideal site would have a region with water depth of about thigh to waist deep, for most of the practise and an region nearby that is deep and fast (but with safe runout) for pack floating.

The course usually caters for somewhere between 30-70 people. Ideally, a bus is rented for travel out there (organize a week or two in advance). It would be ideal to have one instructor for every 4 people on the course, although 1:5 is more typical.

Upon arrival, run through the theory again before dividing people up into groups for practice.

Topics to cover:

- choice of crossing places
- crossing with packs, mutual support between people
- crossing without packs
- backing out
- group conference in middle of river
- pack floating
- self recovery

Most of this is covered very well in the MSC Bush craft manual.

People should bring lunch and dry clothes to change. You can bring a BBQ along for the lunch (weather dependent).

Usual cost is \$5/person, instructors nothing, difference subsidised by the club.

2.) Rockclimbing day

This is best held early in the year when it's warm. Rapaki Rock is a good venue. It should be led by a certified instructor. CUTC members experienced in rockclimbing can assist. The CUTC has 3 ropes used only for instructional courses. They need to be checked before use. The current ropes (in 2006) are nearing the end of their life and need replacing.

Transport: private cars (or minivan if far from Christchurch). Cars allow some flexibility in people coming and going. Remind them to bring warm clothes, food and water. The club has a several harnesses and a number of slings but otherwise the instructors and participants have to provide the rest. It requires a full day. It is good to have one rope for abseiling (to give confidence in the rope and belayer) and to use the rest for climbing. Rock climbing shoes can be hired from Bivouac etc, about \$5 a day.

Usual cost is \$10/person, covering fuel and shoes.

3.) Bushcraft course

Run in 2005. Talk on equipment, meal planning session on the Wednesday night prior. Drove, in minivan/cars, to Lewis Pass. Headed up onto Lewis tops. Navigated along tops to camp above Deer Valley. Pitched tents, cooked dinner (supposed to be a competition). The next day, headed out via Deer Valley (untracked) and practised river crossing over the Boyle. Huge variation in ability. 6 instructors to 18 people made this easy to cope with.

Make sure people are prepared. The equipment talk is vital here. The instructors must be able to lead and manage the groups, keep people together.

4.) Basic snowcraft

Date: usually early in term 3. If this course does not clash with courses run by the Canterbury MSC branch, there should be transceivers available to hire in Christchurch.

This is popular. Consistently run with 24 people. This is about the maximum size of group we can really control. Leader should have Alpine 1. Craigieburn Environmental Education Centre is a good base (close to Allan's Basin). Other options include Cass research station (UC) or NZAC hut in Arthur's Pass.

The basic course covers the use of ice axe (walking, self arresting) and crampons. It should also cover alpine hazards, particularly in the evening talk but also throughout both days whenever appropriate. It is a *basic* course – no ropework, and instructors must be aware that there will be a huge range of abilities.

Planning – in the weeks before the course, the instructors should sit down and go through some sort of (written) risk management plan to try to plan for all eventualities. This is good practice, but could also be very important in the aftermath of some incident to prove that the course was planned properly and diligently. This applies to all other courses too, but the size and complexity of snow craft makes it particularly important here.

Instructors can usually be found in the club, with about 1 instructor to 4 - 6 people. This depends on the quality of the instructors. It is a good idea to have slightly larger groups with two instructors, one can be a trainee. This provides potential instructors for the next year.

The course is run over a weekend. It could leave on Friday 6 pm, but the couple of hours gained is not typically worth the hassle or the extra night's accommodation. However, if Friday night is

not part of the course, transceivers must be covered on the Wednesday night. This is a good time for the briefing anyway, as people will have questions about what to bring. This is also a good time to fit and issue crampons and ice axe, helmet. People are issued with a specific set, and are responsible for that set for the weekend. The numbers are noted, definitely get the gear locker officers to help! People will still mix up their gear, but at least this way they will endeavour to look after it and keep track of it themselves. The same goes for transceivers, but since most of them will have to be hired, they can be issued on Saturday morning.

The lead instructor needs the list of everyone on the course. This list should also be left with the base contact, as for a standard trip. This list can be used to keep track of who has what gear.

Saturday is specific instruction on the use of ice axe and crampons. Sunday is a climb up a peak to practice those skills.

Avalanche transceivers – will need 30 odd, not all instructors will have one, need a couple spare too (for cooks maybe). MSC transceivers (orthovox F1) are reliable, but course cannot clash with MSC course! Pieps are not nearly as good. Barryvox are available from Bivouac. They will cost \$10 each for the weekend (unless hired by an MSC member!) The club currently has 7 transceivers (orthovox M2).

Have people pay up on the Wednesday before otherwise they tend to change their minds. The club partly subsidises the course so the cost to people is about \$40 – check with treasurer first. This covers transport, accommodation, dinner, breakfast, gear hire. It still needs to be subsidized by the club (actual cost \$60/person?). Instructors go free, cooks usually half price. Minivans are used for transport, need to book these ahead of time and sort out drivers. Make sure vans have decent *chains*. Avan rentals are the current hire place to use. Maugers have been used in the past. Discourage use of private cars, except instructors. People should come for both days.

Food: CUTC provides Saturday night dinner and Sunday breakfast. Usually have 2 cooks, they pay half price and get to come on the Sunday trip (will need transceivers and other gear). Should budget \$5 per person. Participants are responsible for snacks, lunch, water – emphasize this on the Wednesday briefing.

Schedule:

Wednesday: People pay. Run through equipment list with them, demonstrate how to wear a transceiver and how to turn it on, receive, transmit. This speeds things up a lot on the Saturday. Fit equipment last, this is usually semi-chaotic.

Saturday: Drive to Broken River Skifield, park in lower carpark. Do transceiver check there, split up into *groups*. Learn each other's names, ask them what they expect to get out of the course. Dividing into groups is important. It is very difficult to keep track of 24 people, however many instructors there are. It is easy enough to keep track of 5 or 6 people.

Head on up to skifield. Must sign in with skifield at ticket office. Obey their instructions. They will most likely tell you to go up the ridge to Allan's basin. If Allan's basin is not suitable because of avalanche danger, below the bottom ski tow is suitable for self-arresting practice. It would be foolish for instructors with anything less than Avalanche 2 to move outside the boundaries of a controlled skifield.

Back to lodge for tea, which cooks should have whipped up by now. Lasagne popular, can be prepared in advance. Apple crumble good. Soup and scones great especially if they're ready when groups first arrive back. Avalanche/hazards talk after tea.

Sunday: Choice of two or three day walks, easy through to moderate-hard. Much easier for transport if everybody is in a similar location. Keep track of who goes where, make sure instructor numbers/abilities are suitable for the group they're with. The climb should ideally be something straightforward but with hard snow; ie Foggy Peak was used successfully in 2006 for

several courses. Hamilton Peak and Temple Basin have also been used. Mt Cassidy is about as tricky/exposed as it should get, Mt Temple is too steep.

Resources:

- MSC Snowcraft Manual (older, pre 2005 version is better).
- Mountaineering: The freedom of the hills.

5.) Intermediate Snowcraft

This covers snow anchors, pitching, glacier travel, crevasse rescue on the use of ropes and belays in the snow. It will be dependent on finding suitably experienced instructors. The club has ropes, snow stakes, slings and harnesses that can be used. However, the ropes are only for instruction and should not be used for actual lead climbing. They need to be checked before use. The current ropes (in 2006) are nearing the end of their life and need replacing. The course generally takes 8 people, with three instructors. Participants are selected on the basis of experience – one season's solid alpine climbing is a minimum. These people will get the most out of it. Potential trainees/instructors for next year's basic snowcraft should have priority.

This course is usually held late in the year, at the wind scoop in Bill's Basin, Temple Basin ski field. The NZAC hut in Arthur's Pass has been used frequently as a base. Groups have also stayed at Pages Shelter at Temple Basin (for free!) but note that this hut is at risk of avalanches and cannot be used in winter.

6.) Leadership course

This is a good course to run to get club members into leading trips, it helps give them confidence that they are capable of it and prepares them for what might go wrong.

Run through FMC (usually around October, at the Craigieburn outdoor centre)

7.) Outdoor First Aid

This is a course offered by MSC. Club members can participate either through public courses or through a course that is specifically for the CUTC. In the latter case this again has to be organised with MSC in February or March. Cost is partly subsidised by the club by say \$40/person. Total course cost is \$100/person

For the courses done through MSC, you have to choose the dates fairly early on, and have one that are good for them. The first weekend of the winter study break seems to suit most people fairly well. Any later and people will be worried about exams. The rest of the club activities have to be planned around these dates.

Other organizations run first aid courses, but the MSC one is unique in its relevance to tramping situations. The realistic scenarios put everybody through their paces.

9. PUBLICITY OFFICER (updated October 2007)

Specific duties include:

1. Advertising the opportunity to join the CUTC on Clubs Days by putting up lots of posters around university and the Halls of Residence. This should be done at least one week before Clubs Days. Include the date, time and place of Clubs Days. If you won't be able to do this let the Club Captain know.
2. Advertising the CUTC in other ways, such as chalk ads all over campus, slide shows during dinner at the halls etc.
3. Publicising EVERY meeting/trip/course/event in CANTA, especially the AGM and 1/2 AGM. The Canta Office is at the top of the stairs between Student Health and the Pharmacy. Adverts for Canta have to be in about a week before it is published - check this out with the Canta Editor.
4. Consulting with Officers and organisers of events to determine what publicity is required.
5. Putting up posters about major meetings (eg Guest Speakers) and major events (eg Bushball and Twalk) around university. It may be necessary to delegate some of this work.
6. Advertising Avoca hut.

Hints:

- All advertising posters should have the CUTC logo at the top. Get a computer file copy of this from the Club Captain or previous year's Publicity Officer or Newsletter Editor.
- Getting a computer file of the planned trips from the Newsletter Editor or the website may reduce your work load.
- The Newsletter Editor or the TROG Editor may have good photos for advertising.
- Any feature articles relevant to the club will be welcome by CANTA. For example articles may be written about TWALK or Bushball.
- Suggested locations for posters are: Engineering School, Forestry School, Arts lecture block, Central Lecture Block, Science lecture block, Main library, Students Association.
- Photocopy posters at a copy shop. You could ask which one is used by the Newsletter Editor, TROG Editor and Membership Officer.

Other:

- Be an active member of the club. Come on Freshers, attend most meetings – a lot of organisation happens at meetings, and this reduces the need for laborious committee meetings – and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
- Hand over all information, material and useful ideas to the person who takes on your role at the end of your term. It helps tremendously in the smooth running of the club.

10. ENVIRONMENTAL AND AVOCA HUT OFFICER (updated October 2006?)

Specific duties include:

1. Make an effort to be aware of environmental and access issues. Both those of local and national concern.
2. Communicate environmental concerns to the members of the club, particularly those of direct relevance to tramping and related activities.
3. Organise environmentally sound waste disposal for all large CUTC events (e.g. Freshers, snow skills courses, Bushball, TWALK, etc.), i.e. recycling, composting, reducing waste (liaise with the event organisers).
4. Discuss with the committee when the club is buying gear etc. to preferentially use NZ made where ever possible.
5. Advise the committee to print TROG, magazine etc on recycled paper.
6. Make available the DoC care code and relevant information to members, preferably at the beginning of the year.
7. Develop and maintain the green folder as an up to date and readily available resource to members. Make sure club members are aware of this resource.
8. Liaise with Trips Officer and the DoC in organizing a wilding pine eradication trip. (Winter)
9. Liaise with Trips Officer and the DoC in organizing a wasp eradication trip. MAF may also be helpful. (Summer)
10. Respond where appropriate to any mail of environmental nature addressed to the club.
11. Make submissions on any relevant proposal on behalf of the club.
12. In collaboration with the Safety Officer, make available information relating to environmental hazards, e.g. Giardia.
13. Make sure the club members are aware of environmental hazards related to tramping such as the spread of invasive weeds/pests (e.g. Didymo).
14. Encourage members to articulate their personal environmental concerns and in turn act on those concerns of the club where you feel fit. You are their representative.
15. Do anything else that is cool, groovy, fun and environmentally sound that I have been unable to come up with!

Note that CUTC is affiliated to the Federated Mountain Clubs.

Resources available to the Environmental Officer:

- Your committee is available as a valuable support group. - Ask any of them about anything you are unsure of (the Old Codgers are particularly useful!).
- The Environmental Group is open, friendly and well informed. They are very keen to share their knowledge.
- The CUTC Chat list can be used for posting upcoming environmental and tree planting events as well as the weekly club email and presentations/announcements to the club during the term meetings (liaise with captains).
- DoC are generally helpful and very approachable: Annette Hamblet, phone 3799-758.

Avoca Hut:

- Arrange for trips to and promote CUTC's very own backcountry hut.
- Arrange appropriate working bees to maintain the hut.

- Liaise with Jim Henderson of DoC (jhenderson@doc.govt.nz) to ensure that the hut has appropriate safety requirements.

Other:

- Be an active member of the club. Come on Freshers, attend most meetings – a lot of organisation happens at meetings, and this reduces the need for laborious committee meetings – and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
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11. SOCIAL OFFICER (unknown when last updated)

The main task of the social officers is to organise fun activities in which members can get to know each other and to provide a change from solely tramping orientated meetings. Social activities are to encourage more people to be active in the club and also to improve the social atmosphere of the club.

Suggested social activities to be organised include:

- Bushball!!
- Pub crawl.
- Wine and Cheese evening (this is good early in the year to get the social calendar off to a good start)
- Barndance.
- Social tramps.
- Club Dinner.
- Any other activities.
- Wednesday night social events of any type that can be dreamed up, such as beer, blues and jelly beans, Mini Olympics, Quiz night, Ice skating etc

Other specific duties:

- Discuss any planned event with the Club Captain.
- Discuss the budget for any activity with the Treasurer.
- The Social Officers should also approach people for a chat who turn up to meetings who don't know anyone, particularly after the first term.
- Important: Try to encourage people to Bentleys' after the meetings.

Wine and Cheese evening

This seems to run best if held in the Staff Club (other side of Ilam Rd from Stud Ass). This has to be booked by a Staff Club Member well in advance. Check with the Club Captain to see if it has already been booked. Work out a budget for the evening. Cost will include staff club hire, cheese, fruit, crackers, serviettes, etc. People buy their drinks from the bar. Usually costs \$5 per person. Expect 30 to 50 people - depending on how well it is advertised. Make sure people know where the Staff Club is. Organise the Treasurer to help gather payment on the night - stamp or sticker people who have paid..

Bushball

Bushball is usually held in late winter, sometimes at the start of the August Holidays. In recent years mini buses have been hired so that people can get drunk on the drive to the venue on Friday night. However this has made the event very expensive. The high cost has often stopped more people coming. Hence it is suggested that private cars are taken instead. Consideration could be given to having a joint bushball with other outdoor clubs such as the Canoe Club, Rock Climbing Club, Ski club and Mountain Biking Club. The Clubs Development Officer will have the contacts for these clubs. Differential payment for CUTC members vs nonmembers and nondrinkers vs drinkers should be considered. Costs usually include: transport, Saturday nights meal (\$5), cocktails (\$8-\$10), decorations. People may also have to pay hut fees. Venues that are no more than 4 slow hours walk in are usually used. (Although I think it is better to make the trip into the hut as easy as possible because for many it is their first tramp in NZ) Options include the Ballroom (rock overhang in the Paparoas), Lake Daniels, Hurunui, Hamilton Hut (? may be too far), Croesus Hut (Paparoas)... One year they carried in a Marque! Stopping off at hot pools on the way home is really fun.

Other:

- Be an active member of the club. Come on Freshers, attend most meetings – a lot of organisation happens at meetings, and this reduces the need for laborious committee meetings – and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
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12. NEWSLETTER EDITOR (updated October 2006)

The Newsletter Editor's job is to produce and distribute the newsletter to all club members before the first meeting of each term.

Specific duties include:

- Two copies (unmarked and unfolded) must be kept for permanent archival in the CUTC filing cabinet.
- Two copies (unmarked and unfolded) must be taken to Level 5 of the Central Library (they will give one to the McMillan Brown Library).
- Electronic copy (pdf) must be kept on the CUTC archive CDs and stored in the CUTC filing cabinet.
- A small pdf copy must be sent to the CUTC Website Officer to upload to the CUTC website. This should be done at the same time the print version is distributed.

- Issue 1 must be printed in time for clubs day so it can be given to people signing up as members and anyone else who is interested. 400 copies should be printed. Allow 14 working days for printing.
- Issues 2, 3 and 4 should be printed, folded and posted in time to arrive by post to all members before the first meeting of each term. Allow 10 working days for printing.
- Newsletters to be posted are to be folded and taped for distribution rather than using envelopes. The editor must organize people, food, refreshments and a location for folding and addressing.
- Liaise with the membership officer to obtain member numbers and print approximately 10% more newsletters. Print approximately 100 extra copies of issue 3 to accommodate new members joining in the second semester.
- Liaise with the membership officer to obtain members addresses in a format that can be printed on stickers.
- Newsletters that are for halls of residence or internal university destinations do not require stamps and can be delivered by hand.

- Obtain advertising to cover the costs of the newsletter. This may take some time and effort, so allow plenty of time for this. Invoice the advertisers at the end of the year and give a copy of the invoices to the treasurers so they know to expect payment. Send a complimentary copy to each advertiser. You are responsible for making sure the advertisers actually pay, so be prepared to chase them.
- Define dates for production (4 issues) at beginning of year and publicise deadlines for each newsletter as they approach.
- Send an email to the committee before every newsletter to get any material that they want inserted. Encourage people to write interesting articles or submit recipes or anything else vaguely interesting. Club activity photos can be found on the 'snapfish' website (see newsletter 2, 2006) and high quality copies requested from the relevant photographer. Often submissions are made by Treasurer, Environmental, Instruction and President. Submissions are required from:
 - Captain - a report detailing the major upcoming events for the term plus a list of the events organized for each Wednesday night meeting.
 - Membership Officer – a copy of the latest member ship list with every club members name and phone number. Email addresses are not published because this results in spam. Ensure the Membership Officer has plenty of spare copies to hand out to new members at meetings.

- Trips Officer- a list of the trips planned for the upcoming term including, date, length, description and grading.
- Use the standard CUTC Logo at the start of each newsletter.
- The front cover traditionally shows a scenic shot. The back cover traditionally shows a more interesting shot. Both cover photos must be tramping/mountaineering related.
- Ensure that newsletters are informative and interesting. The primary aim of the newsletter is to get members to come along to the meetings and be involved in the club. Most articles should promote up-and-coming events. Reviews of past events and articles containing general information for club members are also encouraged. Each issue should have a safety article relevant to club activities. Issue 1 should focus heavily on how to tramp (food, gear, fitness, safety) and how the club works (payments, trip gradings, meetings, base contacts). Also include any relevant websites (i.e. CUTC, snapfish, DoC). Previous years issues should be consulted for ideas. These are stored in the CUTC filing cabinet (CD and hardcopy) and in the Central and Macmillan Brown Libraries (hardcopy).
- Update the 'Tome of Wisdom' and pass on any relevant information to the next editor (i.e. printing hassles, previous advertisers, photos on CD, etc)
- Ensure the next editor is familiar with the publishing software.

Other:

- Be an active member of the club. Come on Freshers, attend most meetings – a lot of organisation happens at meetings, and this reduces the need for laborious committee meetings – and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
- Hand over all information, material and useful ideas to the person who takes on your role at the end of your term. It helps tremendously in the smooth running of the club.

13. GEAR LOCKER OFFICER (updated October 2007)

Specific duties:

1. Taking overall responsibility for the whereabouts and condition of CUTC gear.
2. Organising the hiring out of the gear.
3. Maintaining an accurate record of the gear available and the gear hired out.
4. Maintaining the gear in a good condition at all times.
5. Buying gear.
6. Publicising the gear locker.

Hiring out gear:

1. Set weekly times for people to collect and return gear, and to ensure that a gear locker officer is present at those times.
2. Use a hire form to record item description and number, date hired, and deposit and hire fees taken for each gear item hired.
3. Record the name, email address and phone number on the hire form of the person hiring gear.
4. Collect hire fees for each item hired.
5. Collect a deposit for each item hired. All items require a deposit (no deposit = no hire).
6. Issue a receipt for money collected if requested by the person hiring the gear.
7. A fee is deducted from the deposit if the gear is returned more than a week late.
8. Unless the locker officer and the person hiring the gear have previously agreed upon long-term hire, if gear is not returned after two weeks, and no contact can be made with the person who has hired the gear, the deposit is to be banked.
9. The deposit is to be banked if the gear is lost, or is damaged to an extent that renders it unusable.
10. A fee may be deducted from the deposit to cover the repair costs of any items that have sustained minor damage that is above ordinary wear and tear.
11. No gear is to be hired to non-club members.
12. The gear officer has the right to request ID before issuing gear.

Maintain an accurate record of the gear available and the gear hired out:

- Recording the dates of the hiring and returning of the gear, name and contact of the person hiring the gear and the hire fee and deposit and/or fines paid.
- The hire forms are to be kept until the end of the year for inclusion in the treasurer's report.

Maintain the gear in a good condition at all times:

- Check all gear regularly, especially:
 - 1st Aid kits (replenish if needed)
 - Webbing on ice axes and crampon straps (check they are not excessively worn, cut or removed).
 - Tent pegs, poles and flies
 - Climbing ropes
 - Personal locator beacons and avalanche transceivers
- Organising for any damaged gear to be repaired.

Buying gear:

- Large gear purchases, such as crampons, ice axes, tents, and packs, are to be made only after decided upon by the committee.
- Smaller purchases, such as tent pegs, crampon straps, and minor repairs, can be made from the money jar in the gear locker, but receipts must be kept.

Publicise the gear locker:

- Gear locker times and contacts for people available for gear hire are to be publicised on the CUTC website and also in newsletters. This is to include directions to the gear locker and gear available for hire.
- Inform the other committee members of the supply of miscellaneous gear in the locker for club events, such as stationary, cooking equipment, food, and banners and posters for clubs days.

Other:

- Be an active member of the club. Come on Freshers, attend most meetings – a lot of organisation happens at meetings, and this reduces the need for laborious committee meetings – and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
- Hand over all information, material and useful ideas to the person who takes on your role at the end of your term. It helps tremendously in the smooth running of the club.

14. TROG EDITOR (updated October 2005?)

It is the job of the TROG editor to produce and distribute to all club members the annual Club magazine, known as TROG, at the end of the year.

Specific duties include:

1. Obtaining reports on every club tramp and instruction course, and other interesting articles, cartoons, etc.
2. Obtaining reports from Committee members.
3. Writing the Editorial.
4. Obtaining photos and/or slides of club trips.
5. Gaining advertising.
6. Organising the printing and binding of TROG.
7. Posting TROG.
8. Two copies of TROG must be taken to Level 5 of the Central Library (they will give one to the McMillan Brown Library).

Obtaining reports:

Hunting down trip reports and articles etc is the single most demanding job of the TROG editor. Liaise with the Trips Officer and Treasurer to get a list of all club trips and do your best to ensure that all trips, and other club activities, have a write up of some sort. This will involve lots of hassling people. Keep a record of who is writing what report, and try to get people to write it as soon as possible after the trip. Photos, cartoons, fictitious articles or anything else that may be vaguely interesting will have to be encouraged and solicited from the minds of creative people, by any means possible. Use old TROGs as a guide line, they are in the Mountain Collection in the Main Library (see regular catalogue). Authors have been rewarded with a block of chocolate or a beer at Bentley's in the past (check with the committee that this is okay).

Obtaining reports from Committee members:

The following reports are compulsory:

- President's Report
- Club Captain's Report
- Treasurer's Report
- Instruction Officer's Report

Gaining advertising:

As much advertising as possible should be obtained to help pay for TROG.

Places that have advertised in the past are:

- Outdoor retail shops
- University Banks
- University Bookshop

You are responsible for making sure the advertisers actually pay, so be prepared to chase them.

Posting TROG:

The Membership Officer will be able to provide you with printed address labels. The return address (C/- UCSA) should be added. You can obtain a permit stamp from the Post Office rather than using stamps if it suits you. Get envelopes from somewhere like Whitcouls Office Products. Distribution ideally should be done before people leave University to ensure that everyone gets their copy. Send copies to advertisers with a thank-you note.

Other:

- Be an active member of the club. Come on Freshers – and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
- Expenditures should be approved by the committee prior to purchase, unless they are inexpensive things or unquestionably essential to the fulfillment of the role. Give receipts to the Treasurer to receive a refund. Companies can bill the CUTC for significant purchases.
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15. Technowizard (updated October 2007)

The Technowizard is responsible for running the club's website and associated mailing lists.

Specific Duties Include:

- Administrating the website, including arranging payment for the hosting and domain name.
- Organising the content for the weekly email (sent out on Monday night or Tuesday morning). Give the committee sufficient warning to e-mail any notices for that week, collate them and sent to the club list. Take note of any bounced emails that occur and update the membership list.
- Keeping the website updated with trips, meetings, events and other relevant information. This is very important and should be done in a timely manner to ensure the website is useful to the club's members.
- Managing the club's mailing lists - the weekly club e-mails, the committee list, and the CUTC chat list.
- Updating the committee alias email addresses to forward to the mailboxes nominated by the committee members.
- Moderating the CUTC chat list from spam and offensive emails.

Other:

- Be an active member of the club. Come on Freshers, attend most meetings – a lot of organisation happens at meetings, and this reduces the need for laborious committee meetings – and get to know club members.
- Attend committee meetings, if at all possible. Otherwise send an apology.
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