

Cambridge Dive Team Management Committee

At the AGM a new committee will be elected for the ensuing year.

The committee is comprised as below.

A brief description of the duties involved is stated. For further information please contact either the current post holder or the Administrator.

Please nominate yourself or a person (with their permission) who you feel is appropriate to any of the positions on the nominations sheet. These nominations may also be emailed to the Administrator (sharyn@cambridgegdiving.org.uk).

There is no limit to the number of people who may be nominated for any one position. All nominations must be made by the date displayed on the nominations sheet.

Position	Duties
Chairman	Responsible for overall running of Club. Manage meetings and any disputes.
Secretary	Responsible for Club correspondence, taking and recording minutes of Club meetings, notification to members of AGM.
Treasurer & Administrator (This post carries a small honorarium)	Responsible for the financial accounting and transactions of the Dive Centre. Preparation of budgets and audits. Oversee DDOs, coaches and teachers in liaison with committee. Monitor Club fee payments. Represent Club at County and Regional meetings.
Membership Officer	Record details of all members, distribute and collect ASA registration forms and submit annual return to ASA.
Competition Secretary	Organise annual competition calendar. Ensure correct personnel for chaperoned trips. Organise medals and trophies for Club events. Organise officials for Club events.
DiveRecorder Officer	Responsible for the computerised recording of competition and championships and presentation of results.
Welfare Officer	Responsible for safeguarding child welfare. Control of CRB checks for coaches, teachers and parents.
Masters Representative	Represent the views of the master divers of the Club to the committee.
Divers Council Representative	Call meetings with, and chair the elected divers council. Represent their views to the committee
Social Secretary	To organise and advertise social events to the membership. To look into ways of fund raising for the Club e.g. sponsorship.
Website Office	To set up and maintain a Club website. Control all notices placed on the website.
Club Kit Officer	To organise, publicise, sell and order club kit. Maintain stock levels. Manage kit budget.
3 Committee Members	To assist in the general running of the Club. Represent the views of dives and parents to the committee

