



# National Association of Woodworkers NZ Inc.

## COMMITTEE JOB DESCRIPTIONS – May 2009

### **PRESIDENT**

- Be familiar with the NAW Constitution
- Provide leadership and guidance to other members of Committee
- Supervise/oversee activities of other members of Committee – especially performance of tasks by due date
- In conjunction with the Secretary:
  - Compile Committee Agendas
  - Proof-read/check draft Minutes
  - Compile Notices for AGM [call for nominations]
  - Compile AGM and SGM Notices of Meeting
  - Proof-read/check draft AGM and SGM Minutes
- Prepare Annual Report for distribution in *Creative Wood* so it is in hands of members one month before AGM, and get it posted on the website
- Complete other tasks as allocated
- Promote membership
- Wear NAW monogrammed clothing whenever representing the NAW
- Scout for *Creative Wood* contributors, articles and news

### **SECRETARY**

- Be familiar with the NAW Constitution
- In conjunction with the President:
  - Compile Committee Agendas and send to Committee 10 days before meetings
  - Promptly, send draft Minutes to President, then circulate
  - Compile Notices for AGM [call for nominations] for insertion in first *Creative Wood* of each year and get posted on website
  - Compile AGM and SGM Notices of Meeting and circulate so members have them a month before meeting and get Notice of Meeting posted on website
  - Promptly, send draft AGM and SGM Minutes to President
  - After any change of Rules, arrange for registration with Registrar of Incorporated Societies
  - Get Minutes posted on website
- After each AGM:
  - File annual return with Registrar of Incorporated Societies, and advise Registrar of any changes in registered office or postal contact address
  - Update Club Reference Manual and send updates to Clubs/Guilds

- Provide new list of names and addresses of Committee Members and other functionaries, including email addresses, to webmaster
  - Provide new list of names and addresses of Committee Members and other functionaries, including email addresses, to *Creative Wood*
- Arrange teleconference calls
- Deal promptly with inwards and outwards correspondence, and report on same to Committee Meetings
- Advise Membership Secretary of changes in address of any Member
- Maintain a current list of names and addresses of Committee Members and other functionaries, including email addresses, and advise any changes to *Creative Wood*
- Maintain a current list of names and addresses of Member Clubs/Guilds, including email addresses, advise any changes to *Creative Wood*, and make available to other Committee members on request
- Communicate with Member Clubs/Guilds as directed by the Committee
- Liaise with insurance broker, Policy HOBIP 633565 AMPG, broker Ian Clark, 0800 615 615, P O Box 1378, Wellington email [Ian\\_Clark@amp.co.nz](mailto:Ian_Clark@amp.co.nz); assisted by [gaynor\\_clarke@amp.co.nz](mailto:gaynor_clarke@amp.co.nz).
- Complete other tasks as allocated
- Promote membership
- Wear NAW monogrammed clothing whenever representing the NAW
- Scout for *Creative Wood* contributors, articles and news

#### **MEMBERSHIP SECRETARY**

- Be familiar with the NAW Constitution
- Maintain membership records, including a current list of names and addresses of all Members
- Within a week of receiving membership applications or renewals, issue of receipts and membership cards
- Follow up on non-paying members and enlist assistance of Committee members to do so
- Promote membership
- Wear NAW monogrammed clothing whenever representing the NAW

#### **TREASURER**

- Be familiar with the NAW Constitution
- Prepare budget for Committee approval
- After each AGM advise:
  - institutions of changes in cheque and investment signatories,
  - change of postal contact details to banks and investment institutions,
  - change of postal contact details to publisher of and advertisers in *Creative Wood*,
  - change of postal contact details to website host,
  - change of postal contact details to website domain name registrar
- Pay all accounts promptly
- Follow up on debtors [primarily advertisers in *Creative Wood*]
- Liaise with Membership Secretary on maintenance of members records, issue of receipts and membership cards, and following up on non-paying members
- Provide financial reports for each Committee meeting, including comparison of actual against budget

- Approve Symposium budget as condition of NAW underwriting losses
- Propose name of auditor to Committee, and have annual accounts audited
- Get annual accounts posted on website
- Complete and file annual return with Registrar of Incorporated Societies
- Maintain investments
- Liaise with clothing supplier
- Complete other tasks as allocated
- Promote membership
- Wear NAW monogrammed clothing whenever representing the NAW
- Scout for *Creative Wood* contributors, articles and news

#### **COMMITTEE MEMBER**

- Be familiar with the NAW Constitution
- Attend regional events
- Attend Committee meetings
- Attend AGM and any SGM
- Follow-up on non-paying members as requested by Membership Secretary or Treasurer
- Undertake portfolio responsibilities as allocated, and complete other tasks as allocated
- Promote membership
- Wear NAW monogrammed clothing whenever representing the NAW
- Scout for *Creative Wood* contributors, articles and news

#### **NAW AMBASSADORS**

- Represent the NAW in Clubs/Guilds and at Club/Guild and inter-club and regional events
- Attend regional events
- Promote membership
- Wear NAW monogrammed clothing whenever representing the NAW
- Scout for *Creative Wood* contributors, articles and news
- Follow-up on non-paying members as requested by Membership Secretary or Treasurer
- Complete other tasks as allocated

#### **WEBMASTER**

- Ongoing development of the website
- Promptly make any alterations or posting advised by Committee members
- Maintain NAW website in liaison with Committee
- Provision of reports and statistics as requested.

#### **PERSON RESPONSIBLE FOR CREATIVE WOOD**

- Liaise with *Creative Wood* management, editorial and production staff as required
- Deal with contract issues
- Approve any cost increases due to paper, ink or other costs rising
- Approve any requests for increases in issue pages or colour usage
- Liaise with contributing editor[s] approved by NAW Committee

- Scout for *Creative Wood* contributors, articles and news
- Thank contributors
- When subscriptions are due report to Committee on those contributors who will be given complementary membership [for four articles published in previous 12 months]

#### **PERSON RESPONSIBLE FOR ORNAMENTAL TURNING SCHOLARSHIPS**

- Liaison with Fred Irvine
- Publicise availability of scholarships, primarily through *Creative Wood*
- Recommend to Committee who should receive scholarships
- Liaise with scholarship applicants and recipients
- Arrange for articles on ornamental turning courses run to be provided to *Creative Wood*

#### **HEALTH AND SAFETY OFFICER**

- Promote health and safety through *Creative Wood* and NAW website
- Collect and analyse accident reports

#### **TOURING DEMONSTRATOR CO-ORDINATOR**

- Be familiar with the NAW “Demonstrator Tours – Philosophy & Organisation” information and keep up-to-date copy on website
- Negotiate with demonstrator over suitable time period for tour, scope of tour, demonstrations to be offered, equipment and wood requirements, fees and travel costs
- Communicate with Clubs/Guilds within the tour area to ascertain interest [send them a copy of the NAW “Demonstrator Tours – Philosophy & Organisation” information as well]
- Prepare tour itinerary [refer to <http://www.aatravel.co.nz/main/td-calculator.php> website for car travel times] and work out likely budget
- Confirm tour itinerary with demonstrator and Clubs/Guilds
- Make internal air flight bookings
- Liaise with demonstrator and Clubs/Guilds before, during and after tour
- Ensure demonstrator gets paid correct amount by Treasurer

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- Promote membership
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- Scout for *Creative Wood* contributors, articles and news
- Liaison with, advice to, and visiting Clubs/Guilds, preferably annually, following visit protocol

## PROTOCOL FOR VISITS TO CLUBS/GUILDS

### GENERAL INTRODUCTION –

- Wear NAW monogrammed clothing when making visit
- NAW actively reviews on-going range of improved services and benefits to clubs and individuals – suggestions welcome
- Actively represent NAW to each club in the Region, and vice versa
- NAW in a strong financial position, but needs membership

### NAW MEMBERS' BENEFITS INCLUDE –

- **Creative Wood magazine** quarterly, full of news, ideas, information about coming events – we can increase numbers of advertisers with more members (means cost to members reduces)
- **Website** – a major source of member information, nationally and internationally
- **Regional clubs' liaison** – improving grass roots feedback and awareness of needs and ideas
- **Expanded insurance cover** for club activities - \$5 million indemnity for personal injury and property damage, plus \$0.25 million Statutory Liability cover
- **Tours policy** by top NZ and overseas turners and craftsmen
- **Woodturning scholarships** and educational support.
- **Grants** of up to \$500 per Region for regional activities, such as inter-club events
- **Other activities** include and promotion of **Health & Safety Practice** policies and awareness for clubs and individuals (refer Website for details)

### NEWS –

- Upcoming Demonstrator tour plans
- Special events coming up
- Regional activities (what other clubs are doing)

### NAW PROMOTION –

- Distribute Membership application forms and discuss
- Hand out copies of *Creative Wood*

### PRESIDENT/SECRETARY –

- Are they using Club Reference Manual –any suggestions for improvement or new content
- Get agreement to complete and return Club Info sheet (have they provided up-to-date information to NAW Secretary and webmaster)
- Discuss club activities programme
- Discuss/record any issues for report back to NAW Committee