

****EUHWC Committee Positions****

Please note: only members who are matriculated students at the University of Edinburgh may be on the committee, nominate or second candidates and vote. Sorry to all non-students, these are the Sports Union regulations. Non-student members are, of course, encouraged to attend the AGM – you can still participate in discussion and listen to the various reports, and help out with the vote counting.

There are 13 positions available on the EUHWC Committee:

- President
- Secretary
- Treasurer
- Vice President and Alumni Officer
- Meets Secretary
- Training, Safety and Development Officer
- Gear Secretary
- Publicity and Yearbook Officer
- Social Secretaries (2 positions)
- Webmaster
- Members without Portfolio (aka “Random Bods” - 2 positions)

All of these positions are up for grabs at the AGM, and it is very easy to stand for one. In fact, even if you haven't planned to stand for a position, you might find yourself being nominated for one on the night of the AGM! Each position is elected at the AGM using a secret ballot. To stand for a position, you need to be nominated by two people.

Below is more information about the duties of each role. Each committee member also has some general duties - such as organising a fair share of the trips. If you're interested in running for a position and have any questions, please speak to this years committee:

<http://euhwc.eusu.ed.ac.uk/about/committee>

General Duties

Each member of the committee helps organise a fair share of the trips each year. Allocation of the trips is done as by the President, well in advance. This usually works out as 2 weekend trips and 2 day trips each. For more details on what goes into organising a trip, check out our “Meet Organising Guide” here: <http://euhwc.eusu.ed.ac.uk/meet-organising-guide>

There are also a couple of additional events during the year that the committee are required to attend or help organise. These include the Freshers' Sports Fair at the start of semester one

(very important for attracting new members!) and the New Members Night (aka “Chaos Night” - where we give a presentation about the club to potential new members).

There are also regular Sports Union General Meetings that at least two committee members must attend. A fair rota for this is allocated by the President.

President

The President has the overall responsibility for running the club and making sure everything runs smoothly and on time throughout the year. This includes arranging and chairing committee meetings, delegating responsibilities and tasks, delegating the Meet Organising for each trip, solving problems and debates, liaising with the Sports Union and other organisations, keeping an eye on everyone else's job and deadlines and pestering people who aren't getting things done.

The President is the first point of contact for both new and existing members and the other organisations we deal with so has to project a welcoming but professional image of the club. You should also have a good level of knowledge about safety and issues surrounding hillwalking in Britain - so up-to-date and wide experience would be a good thing to have. Normally the President will have been on the committee the year before but this is not always the case.

The job of President is as difficult as you (or other people) make it. You get to try out new ideas and meet lots of people in the club and in the Sports Union. When things go wrong it pays to have your head screwed on and you may have to commit some time to solving problems, but when things go well you take most of the credit!! Another bonus is you are the first to get invited to all sorts of posh Sports Union functions.

Secretary

The Secretary is in charge of the club's administration. This includes maintaining the club's membership database and signing up new members, taking and circulating minutes from committee meetings, liaising with the Sports Union (including picking up the post and forwarding emails to the committee or club), liaising with the MCofS and forwarding them members' details and fees, responsibility for club awards, and all sorts of other random paperwork nobody else ever sees but has to get done!

The Secretary is involved with all the big decisions - and despite the paperwork - there is a lot of satisfaction in welcoming new members to the club and ensuring things run smoothly!

Treasurer

The Treasurer is in charge of the club's budget, claiming Sports Union funding, signing cheques to pay for trip expenses, keeping the accounts in order and filing receipts, sending accounts to the Sports Union each semester, and paying in money from membership and trips. The club's annual turnover is about £30,000 which is a lot of money to run through one person's hands!

The Treasurer has a fair few commitments, turning up weekly to the pub to sign cheques, visiting the SU Treasurer once or twice a month, chasing members with outstanding debts and spending time behind the scenes with the accounts. The most rewarding part of this role by far is seeing the SU Grants and profit made by budgeting benefit the club. Nerding out with the budgets can also be quite fun... for some people.

This is definitely a position that you get better at with time, you don't really need experience in financing before going into this role, however a basic understanding of Excel, being comfortable handling large amounts of cash (usually under £4000) and dealing with large numbers are all essential.

Vice President and Alumni Officer

The Vice-President's main role is to support the President in the running of the club and to offer advice and a second opinion on all the big decisions. Your workload obviously depends on the ability of the President and how much he/she chooses to delegate. In the event that the President is away, the Vice-President will take over as temporary President. Expect to be involved with organising things at the beginning of the year, helping the President making decisions and doing various other tasks as they arise. The Vice-President may be given some specific areas to supervise.

One such area is Alumni. Keeping past members in touch with the club is very important, and can be quite a task. This ranges from sending out newsletters and maintaining the webpage, to getting Alumni to come on trips occasionally.

Because the Vice-President has a strong advisory role, it is almost essential for them to have been on the committee in the previous year so they have experience of how things have worked in the past.

Meets Secretary

The Meets Sec is in charge of bookings for all our trips - that means booking hostel accommodation and minibus (or coach) transport. Bookings are usually made well in advance, and you have to keep the committee informed about the status of bookings, make any required changes and tell the treasurer when payments are due.

This is a very important position with a lot of influence in the running of the club. The majority of the workload is completed during the summer or early on in the year. You get to suggest trip destinations and end up with a surprisingly good knowledge of Scottish hostels! There is a bit of pressure to not muck up the bookings. Your responsibility for each trip ends with initial bookings as about 2 weeks before the trip, all the details are passed on to the Meet Organisers for the trip.

Training, Safety and Development Officer

Most of the job of the Training Sec is arranging our Navigation and Winter Skills weekend courses at Firlush Point and Glenmore Lodge. You work with the MCofS and Firlush Office at the CSE, advertise the courses and sign people up to them. The job also includes arranging safety talks and discounted winter skills courses with the MCofS and, if there is demand, arranging first aid or more advanced training courses towards the Mountain Leader Award. The job also includes the title of Safety Officer for the Sports Union, this involves signing a form and working with the committee to keep the Safety Policy (<http://euhwc.eusu.ed.ac.uk/safety-policy>) up to date, as well as being the club representative on the Firlush Council (this is a formality more than anything). You will also be responsible for liaising with the Sports Union about the Club's development – this involves a small amount of paperwork in which you detail the clubs aims and objectives for the coming year(s).

The job is quite busy at a couple of points in the year but you will know these well in advance. It's very satisfying to arrange the whole course yourself, from the initial enquiries right through to certificates. You will also learn a lot about safety on the hill!

Gear Secretary

The Gear Sec looks after the club's gear (ice axes, crampons, group shelters, maps etc). You need to make sure that gear is returned by individuals who borrow it for their own trips and chase things that get taken home after club trips, as we can't afford to replace lost gear.

It can be a bit of a pain trying to chase people who forget to return stuff, especially when nobody knows who they are - and people will dump loads of gear on you when you meet at the pub. However, you are one of the few people to always have a key to the gear room so if you want to borrow gear yourself it's really easy and convenient. Whether you decide to go along to each trip to sign out gear or whether you trust the Meet Organisers to borrow a key and do it themselves is up to you - sometimes the gear room ends up in a mess!

Publicity and Yearbook Officer

The Publicity Officer sorts out club leaflets and posters for our various events, as well as publicising EUHWC more widely across the university, and co-ordinating our stall at the Sports Fair. You also have the enviable job of producing the club's Yearbook, so you are the first to hear about all the gossip and goings on that need to be recorded! The job is quite busy in advance of and throughout Freshers' Week, and there is usually another recruitment drive in the New Year. The Yearbook is produced during or after Easter, but apart from these times there isn't much work to be done for most of the year.

Social Secretaries (2 positions)

The social secretaries are the life and soul of the club. They organise our many social events throughout the year, including ceilidhs, pub crawls and meals out, as well as our regular Tuesday night pub meets. You are the people who make sure all the new members have a good time and get involved socially with the club so it helps to be friendly and enthusiastic - apart from that, it's as simple as arranging all sorts of nights out every couple of weeks – and persuading people to go!

Webmaster

The webmaster looks after the club's website, keeps it tidy, operational and up to date. Importantly, the webmaster should encourage the other Committee members to keep their own sections of the website updated! You also look after the club's mailing lists which mainly involves telling people to follow instructions. You also look after the Facebook group and twitter

account. If you have experience of working with websites then fantastic, if not then we'll get you up to speed. It's a great job which gives you a real chance to promote the club and get people involved, especially nowadays.

Members without Portfolio (aka 'Random Bods' - 2 positions)

By definition this role is unspecified. Apart from your share of Meet Organising, you'll do random jobs that the rest of the committee need help with. The club clothing order is usually your responsibility. It's a variable role which could give you the chance to try a bit of everything and you are a part of the committee, without needing to commit too much of your time.

Child Protection Officer

This is not a separate position, but one of the committee will need to volunteer to take on this role in addition to their other duties. You are responsible for understanding and implementing the Sports Union's Child Protection Policy.

<https://www.wiki.ed.ac.uk/download/attachments/106301804/ChildProtectionPolicy-Summary.pdf?version=3&modificationDate=1346835119000&api=v2>