



JOB DESCRIPTION:

Chairman

ROLE:

- To chair CLROC

RESPONSIBILITIES:

- To assist the committee with day to day running of the club.
- To act as a representative for the CLROC at meetings and events.
- To promote CLROC and uphold the constitution and values of CLROC, Tread lightly Code and 4WD Code of Ethics.
- To be an officer of the club.
- To be one of signatories for banking.
- To direct enquiries to the club to the appropriate committee person.
- To be prepared for and chair the committee meetings (first Tuesday of the month) and general meetings (third Tuesday of the month except the fourth in January)
- To write a "Chairman's Chatter" in the CLROC magazine.
- To write a "Chairman's report" for the AGM in October.

EQUIPMENT PROVIDED: Nil

Access to committee's OneDrive's

It is the responsibility of all Committee members to ensure all CLROC information held on home or business computers be duplicated in the CLROC OneDrive before being deleted or destroyed. Any hard copy is to be handed to the secretary.

Canterbury Land Rover Owners Club Inc. P.O. Box 13-275 Christchurch 8141

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