



## JOB DESCRIPTION:

Club Captain

## ROLE:

- Upholds the safe and supportive culture of the CLROC by encouraging friendly attitudes, goodwill and respect as well as enforcing the behavioral standards of the club.

## RESPONSIBILITIES:

- Be prepared for and attend CLROC Committee and General meetings.
- Upholding the constitution and values of CLROC, Tread lightly Code and 4WD Code of Ethics.
- To be an officer of the club.
- Encourages a club culture of mutual support.
- Adopts a friendly and welcoming manner to club members generally and especially to new members.
- Deals with any complaints, disputes appropriately (fairly and respectfully) and ensures that they are investigated thoroughly, supported by other committee members as required.
- Deal with breaches of club rules and protocols by taking up the issue appropriately with the member(s) concerned, supported by other committee members as required.
- Facilitates the awards at the monthly general meetings.
- Presents the Vince Shiel Memorial Trophy to the annual recipient (nominations to secretary and decided by committee. Awarded at the AGM).
- Presents club captains yearly report at the AGM.
- Assist where possible with the members training programme – Assist with the familiarization and training of new club members in club rules and culture.

## EQUIPMENT PROVIDED:

Nil

Email: [clroc.clubcaptain@gmail.com](mailto:clroc.clubcaptain@gmail.com)

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.

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