

Jampot Roles

PRESIDENT

Is the Chairperson of both general club meetings and Committee meetings, he/she has the overall responsibility of ensuring that the Committee, by its work, fulfils the objectives of the Register.

SECRETARY

Is the communications centre of the Register where letters, circulars, entry forms, and all other correspondence are both received and answered. The position also involves the responsibility for keeping minutes of the meetings and all clerical work required for the efficient running of the Register.

TREASURER

Is responsible for the control and recording of the financial matters with reference to the committee. This includes keeping the books and overseeing the Register's banking accounts. The Treasurer Is responsible for submitting to each AGM a statement of Income and Expenditure of the Register for the financial year and of all expenditure affecting that year.

Under Section 23 "The Incorporated Societies Act 1908", the above statement shall be delivered annually to the Registrar of Incorporated Societies, together with a certificate signed by the Register's President to the effect that the Statement has been submitted to and been approved by the Register's members at the AGM. To advertise a motion setting the SUBSCRIPTION FEE for the following year in the newsletter, with a copy of the Financial position of the Register prior to an AGM.

EDITOR

Is responsible for editing, producing and circulating the Register newsletter.

PROMOTIONS AND REGALIA OFFICER

Is responsible for projecting the image and visibility of the club by arranging participation at appropriate public events by club members and maintaining a stock of regalia items, the range of which shall be determined by members at the AGM.

MEMBERSHIP SECRETARY

Is responsible for maintaining a current register of members and answering all correspondence relating to membership matters.

HISTORICAL OFFICER

Is responsible for maintaining a Register archive containing significant material pertaining to the formation and development of the organisation and any other historical information deemed worthy of recording.

WEB MASTER

To update and promote the website with Register information in a timely fashion. Information from the newsletter should not appear on the website until at least 14 days after the newsletter has been posted. He / She is accountable to the Register Executive.

As per our constitution