

Retired OnLine
2010-2011 Management Committee
currently undertake the following voluntary duties:

BOOKINGS OFFICER 1

- Answer correspondence directed to 'rolbookings'
- Answers and uses the phone constantly for the club
- Assemble and record all attendances at tutorials and workshops
- Diary – populating, preparing, typing, sending out to members
- Find a computer related speaker or tutor for our meetings
- Forward any details appropriate to other committee members as required
- Negotiating on the clubs behalf
- Organises and makes arrangements for social bookings for the club
- Organises meeting content
- Outlines diary at meetings
- Plan, Arrange and help tutors for classes
- Prepare announcements for club members about club events
- Prepares and gives meeting presentations
- Prepares and gives tutorials
- Prepare and give monthly committee meeting reports

BOOKINGS OFFICER 2

- Answer correspondence directed to 'rolbookings'
- Answers and uses the phone constantly for the club
- Assemble and record all attendances at tutorials and workshops
- Collect mail from post office
- Diary – populating, preparing, typing, sending out to members
- Find a computer related speaker or tutor for our meetings
- Forward any details appropriate to other committee members as required
- Negotiating on the clubs behalf
- Organises and makes arrangements for social bookings for the club
- Organises meeting content
- Outlines diary at meetings
- Plan, Arrange and help tutors for classes
- Prepare announcements for club members about club events
- Prepares and gives meeting presentations
- Prepares and gives tutorials
- Prepare and give monthly committee meeting reports

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EQUIPMENT OFFICER

- Arrives first and leaves last
- Ensures equipment is working correctly at meetings and tutorials
- Find a computer related speaker or tutor for our meetings
- Negotiating on the clubs behalf
- Prepares and gives meeting presentations
- Prepares and gives tutorials
- Prepares morning tea at Robina
- Purchase and record consumables (Morning tea, printer needs, prizes, gifts, equipment and peripherals
- Sets up furniture at Robina
- Software maintenance – updates and defaults
- Stocktaking Audit of all equipment
- Stores and maintains club Hardware
- Transport, sets up and packs up club equipment at club events
- Update and maintain security programs on all club computers
- Prepare and give monthly committee meeting reports

HOME HELP OFFICER

- Ascertains the needs of home help requests
- Answers and uses the phone constantly for the club
- Arranges for appropriate help to be given
- Attends members' homes and has members visit to help with problems constantly
- Find a computer related speaker or tutor for our meetings
- Forward any details appropriate to other committee members as required
- Locates appropriately knowledgeable club members hopefully nearby their locality
- Prepare and give monthly committee meeting reports

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MEMBERSHIP OFFICER

- Answer all correspondence directed to 'rolmemberships'
- Answers and uses the phone constantly for the club
- Assemble new member information folders and ensure the information contained is constantly updated
- Create, print and assemble Membership cards
- Ensure all members are receiving their 'Welcome Pack'
- Find a computer related speaker or tutor for our meetings
- Forward any details appropriate to other committee members as required
- Mail our cards and receipts not collected
- Maintaining and storing the club's Membership Document Archives
- Prepares and gives meeting presentations
- Prepares and gives tutorials
- Update and maintain accurate computer records of members' details
- Prepare and give monthly committee meeting reports

PRESIDENT

- Chairperson for club meetings
- Co-ordinates committee activities and procedures
- Co-ordinating meeting content
- Find a computer related speaker or tutor for our meetings
- Maintain correct procedure is followed at all club events
- Negotiating on the clubs behalf
- Prepares and gives a president's report at every meeting
- Prepares and gives meeting presentations
- Prepares and gives tutorials
- Software maintenance – updates and defaults
- Update and maintain security programs on all club computers

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SECRETARY

- Advertising in newspapers, venues, websites on a weekly basis
- Answer all correspondence directed to 'rolmailing'
- Answer all correspondence directed to 'rolinfo' and the Club
- Answers and uses the phone constantly for the club
- Collects door fee at meetings and prepare tickets for the draw
- Create labels, letterheads, forms,
- Find a computer related speaker or tutor for our meetings
- Mailing list administrator –daily attendance to bounced messages, updating records, removal and return of members to the mailing lists,
- Maintain and keep accurate and complete agendas for all meetings
- Maintain and keep accurate and complete minutes for all meetings
- Maintain the privacy and security of club members' records
- Maintaining and storing the clubs Management Committee Archives
- Maintaining and storing the clubs Tutorial Document Archives
- Negotiating on the clubs behalf
- Newsletter – create, edit and send to Webmaster
- Organises and makes arrangements for social bookings for the club
- Organises meeting content
- Prepare Announcements for sending to members
- Prepares and gives meeting presentations
- Prepares and gives tutorials
- Stocktaking Audit of all equipment

TREASURER

- All club account and petty cash payments
- All club banking
- Answers and uses the phone constantly for the club
- Find a computer related speaker or tutor for our meetings
- Maintain our financial books of Account, monthly and annually
- Maintain the clubs insurance
- Maintain the financial accuracy of the clubs data base
- Maintenance of petty cash funds
- Negotiating on the clubs behalf
- Prepare and give monthly committee meetings
- Prepare and lodge applications for funding
- Prepare and maintain our Incorporation documents and procedures
- Prepare and transport annual accounts to and from the club auditor
- Prepare Bank Reconciliations, monthly and annually
- Prepares and gives meeting presentations
- Receipts all payments made to the club
- Stocktaking Audit of all equipment

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VICE-PRESIDENT

- Answers and uses the phone constantly for the club
- Arrives first and leaves last
- Ensure equipment is working correctly at meetings and tutorials
- Find a computer related speaker or tutor for our meetings
- Negotiating on the clubs behalf
- Organises meeting content
- Prepares and gives meeting presentations
- Prepares and gives tutorials
- Prepares morning tea at Robina
- Producing computing tutorial disks for the club members
- Purchase and record consumables (Morning tea, printer needs, prizes, gifts, equipment and peripherals
- Sets up furniture at Robina
- Software maintenance – updates and defaults
- Stocktaking Audit of all equipment
- Stores and maintains club hardware
- Transport, set up and pack up club equipment
- Undertakes all of the President's duties in their absence
- Update and maintain security programs on all club computers

WEBMASTER

- Answer correspondence directed to 'webmaster'
- Answers and uses the phone constantly for the club
- Created website and maintains its operation daily
- Creating and archiving computing tutorials for the use of club members
- Find a computer related speaker or tutor for our meetings
- Forward any details appropriate to other committee members as required
- Hardware maintenance and repairs
- Maintains memberships access to the website daily
- Organises meeting content
- Prepares and gives meeting presentations
- Prepares and gives tutorials
- Software maintenance – updates and defaults
- Updates and maintains accuracy of information daily
- Updates and maintains security programs on all club computers regularly
- Prepare and give monthly committee meeting reports

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ADVISORS ON MATTERS

Archival
Computing list
Constitutional
Consumable
Educational
Financial
Fundraising
Legal
Membership drive
Social
Technical
Training
Tutors