

SWNG Committee Position Descriptions

President

To oversee the general running and control of the group.
Chair weekly meetings and AGM.
Point of contact for matters not specifically concerning other executive positions.

Vice President

Chair weekly meetings in the absence of the president.
Provide backup and support for the president where needed.
Provide backup and support for the referrals co-ordinator.

Secretary

Take minutes at each meeting and collate for distribution to the group.
Hold records of attendance and notify members when attendance guidelines have been breached. Provide administrative support to the President and Vice President.

Treasurer

Control of financial accounts for the chapter/group.
Collect payments from members and provide receipts.
Ensure monies are banked and accounts paid in a timely fashion. Report weekly to the group on the current financial situation.

Assistant Treasurer

Provide assistant when required to the Treasurer.
Provide financial update at meetings when treasurer absent.

Membership Officer

Keep record of applications for membership. Organise certificates and membership packs for new members. Provide general information to guests at meetings relating to membership.

Events and Training

Keep and maintain the SWNG events calendar. Coordinate weekly events (i.e. Member presentations, workshops and social events.) Liaise with other chapters to organise joint events. Ensure members are kept up to date with upcoming events.

Guest Host

Welcome guests to weekly meetings and ensure they are introduced to the group and are made to feel welcome.

Time Keeper

Ensure weekly meetings are kept to the allocated time schedule. Sound warning bell during each meeting section if required to ensure meeting starts promptly at 7.10am and finishes promptly at 8.30am.

Publicity Officer

Ensures the continuous advancement of the group in the local community. Liaise with other local business groups and organisations to ensure SWNG is regularly involved with business events that will help promote the group and provide business improvements for members.

Referrals Coordinator

Collect and record all referrals passed within the group. Provide regular updates to members and guests as to the total number of referrals to help in the group's promotion. *All SWNG members are encouraged at all times to offer suggestions as to how to build business referrals and other opportunities in the local community.