**CHAIR(S):**

This role has two parts:

* Planning and chairing meetings: being sure everything is covered, and decisions are made, keeping order, keeping meetings to time, helping people deal with differences of opinion, being sure everyone who wants to has a chance to speak, that decision making is democratic, counting votes and clarifying what decisions have been made. The role of chairing meetings can however be delegated to the Vice Chair or another member if she wishes.
* Organisational Chair:  Ensuring the club sets and sticks to its policies and priorities, serves as a spokesperson for the group, makes essential or emergency decisions between meetings, helps members with difficult situations.

**VICE-CHAIR:**

The Vice Chair will stand in for the chair, and help the Chair with difficult decisions or decisions that cannot wait between meetings. Sometimes the vice chair deals with the meetings side of things while the chair deals with the more organisational side of things (see above). This position can be held by the Club Secretary or this can be a separate position.

**SECRETARY:**

Help the chair plan meetings, ensure that notice is given of meetings, minutes are sent out, that members receive necessary information, helping the chair ensure decisions are made when required, keeping records of minutes. Other roles are dealing with correspondence, posting or emailing information to members, keeping members contact list up to date, acting as an information point for members, she may also have to deal with hiring places and corresponding with other organisations the club has dealings with.

* Update website (need training from Sal FW/Rich Webgimp).
* Maintain mailing list - add/delete people (need to be made manager of the google group by another manager).
* Respond to facebook and email enquiries**\*** (set up forwarding to personal email address from easton.cowgirlsfc@gmail.com)
* Take and share minutes from meetings - send to mailing list and upload to gdrive.
* Forward relevant messages from heads of state/peashooter (email and facebook).
* Upload relevant stuff to cowgirls gdrive folder (need to have folder sharing set up)

**TREASURER:**

Ensures that the club spends its money correctly, pays its bills, that money is collected appropriately (e.g. for subs and membership) and that the club does not get into financial trouble. The treasurer must also ensure that other officers are kept up to date with financial reports and that they have enough information to make decisions about finance. The treasurer will help other officers make decisions about spending and will make day to day decisions about financial matters and will consult with officers on other financial decisions. The treasurer needs to do annual accounts.

**SOCIAL SEC(S)**

The Social Secretary shall be responsible for organising social events for the Club throughout the year including out of season activities where members are invited.

**SOCIAL MEDIA SEC(S)**

Keeping our social media platforms (Instagram, Facebook, etc.) up to date.