



Harbour City Bears
SYDNEY, AUSTRALIA

PO Box 1532
Darlinghurst NSW 1300
Australia

ABN 45 594 846 521

www.hcbears.com.au

COMMITTEE POSITION DESCRIPTIONS

Executive Committee (Office Bearers)

PRESIDENT (ONE POSITION)

- Acts as a first point of contact for the club.
- Must have coordination and leadership skills.
- Must have broad communication skills
- Is the primary spokesperson for the club to the media.
- Chairs the monthly committee and any general meetings.
- Liaises with other bear clubs, community organisations and government bodies (such as the City of Sydney LGA).
- Attends community meetings representing the club.
- Must be computer literate, with an understanding of word, excel, email etc.
- Must have access to email and the internet.
- Contributes to the club newsletter
- Participates in the planning and delivery of Bear Essentials and Sydney Bear Pride.
- Participates in the planning and delivery of events outside of Bear Essentials and Sydney Bear Pride.
- Maintains an oversight of the running of the club and associated risk management.
- Prepares a "President's Report" each month for the committee meeting.
- Must be prepared to take on other duties as required.

VICE PRESIDENT (ONE POSITION)

- Must have coordination and leadership skills.
- Must have broad communication skills.



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- Supports President in roles and assist other roles when required.
- Must be prepared to act in place of the President in the event he is unavailable.
- Chairs the monthly committee and any general meetings when the President is absent.
- Must be computer literate, with an understanding of word, excel, email etc.
- Must have access to email and the internet.
- Contributes to the club newsletter.
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- Participates in the planning and delivery of events outside of Bear Essentials and Sydney Bear Pride.
- Must be prepared to take on other duties as required.



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SECRETARY (ONE POSITION)

- Co-ordinates meetings: producing agenda, minutes and issues.
- Must have broad communication skills.
- Manages inwards and outwards correspondence including mail, phone calls, faxes.
- Maintains club records.
- Liaises with the club's Public Officer to ensure all incorporation obligations are met.
- Must be computer literate, with an understanding of word, excel, email etc.
- Must have access to email and the internet.
- Regularly contributes to the club newsletter.
- Sends out the newsletter to the members via the membership database
- Participates in the planning and delivery of Bear Essentials and Sydney Bear Pride.
- Participates in the planning and delivery of one event outside of Bear Essentials and Sydney Bear Pride.
- Prepares a "Secretary Report" each month for the committee meeting.
- Receives and processes Bear Essentials registrations (if applicable).
- Provides a list of members to the Public Officer, and President on a monthly basis.
- Must be prepared to take on other duties as required.



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TREASURER (ONE POSITION)

- Maintains the club's bank accounts and financial records.
- Prepares financial reports for annual statutory requirements of an Incorporated Body as required under NSW legislation.
- Processes credit card and cash transactions.
- Must have access to email and the internet and some experience in the processing of on-line financial transactions.
- Must be computer literate and proficient with spreadsheets, excel, databases, word, email, basic financial accounting software (such as Xero).
- Must have access to email and the internet.
- Regularly contributes to the club newsletter.
- Participates in the planning and delivery of Bear Essentials and Sydney Bear Pride.
- Participates in the planning and delivery of one event outside of Bear Essentials and Sydney Bear Pride.
- Prepares a "Treasurer's Report" each month for the committee meeting, detailing the club's financial position.
- Responsible for keeping club insurance policies and asset control up to date.
- Must be prepared to take on other duties as required.



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COMMITTEE MEMBERS (UP TO NINE)

- Must be computer literate, with an understanding of word, excel, email etc.
- Must have access to email and the internet.
- Regularly contributes to the club newsletter.
- Assists with the promotion of events on social media, such as Facebook and Twitter
- Participates in the planning and delivery of Bear Essentials and Sydney Bear Pride.
- Participates in the planning and delivery of one event outside of Bear Essentials and Sydney Bear Pride.
- Must be prepared to take on at least one portfolio position listed below.
- Must be prepared to volunteer at weekly social events as required.

ART & GRAPHICS CO-ORDINATOR (ONE POSITION)

- Prepares artwork for Furry Fridays and Sunday Bears on a weekly basis.
- Liases with the HCB Committee on an ongoing basis regarding artwork for major events such as Bear Pit, Bear Essentials and Bear Pride
- Creates ad-hoc artwork for any other events that are created at the discretion of the HCB Committee

VOLUNTEER CO-ORDINATOR (ONE POSITION)

The role of the volunteer co-ordinator is to recruit and support volunteers at a variety of events including Furry Fridays, Sunday Bears and any other Harbour City Bears events.



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- Co-ordinate volunteers for weekly events such as Furry Fridays and Sunday Bears on a weekly basis
- Recruit new volunteers, update newsletter, discussions of the volunteer role via word of mouth and advertise the functions of a volunteer on all social media platforms
- Maintain a list of current volunteers, their contact details and their preferred events. Some volunteers do not subscribe to social media.
- Co-ordinate volunteers for major Harbour City Bears events such as Bear Pit, Wet Fur and Underbear

MEMBERSHIP OFFICER (HCB MEMBER HELD POSITION)

- Maintain the membership database on a weekly basis.
- Receives and processes club memberships daily.
- Organises membership cards & distributes to members as required.
- Promotes club membership and organises Membership promotional events within the committee as required.

WEBSITE/TECHNOLOGY CO-ORDINATOR (HCB MEMBER HELD POSITION)

- Maintains and updates the club websites.
- Is the administrator for club email accounts.
- Ensure the content on the website is up to date and of an appropriate level of quality.
- Liaise with web consultants, hosting companies, web designers as required.
- Updates website galleries on a regular basis with club photographs.
- Uploads the club's newsletter weekly and maintains an archive of past newsletters.

NEWSLETTER & SOCIAL MEDIA CO-ORDINATOR (ONE POSITION)

- Proficient with desktop publishing software and have the required computing equipment.
- Edits submissions from the committee and other stakeholders.
- Sources artwork and photographs.
- Publishes (via email) the newsletter in Adobe Acrobat.
- Emails the monthly newsletter out to the members via the membership database.
- Uploads a copy of the newsletter to the Webmaster for upload to the club website.



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- Ensures the newsletters are informative and meets an appropriate level of quality prior to distribution.
- Liaise with the Bear Benefits/Partnerships Co-ordinator to obtain advertisers for the newsletter.

MERCHANDISE CO-ORDINATOR (ONE POSITION)

- Maintain the online merchandise store via the HCB portal.
- Responsible for ordering, promoting, distribution of all club, event and Bear Essentials merchandise.
- Ensures over ordering and waste is kept to a minimum.
- Investigates new merchandising opportunities.
- Conducts stocktake every six months.
- Sources artwork for all merchandise from the Art & Graphics Co-ordinator.



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EVENTS CO-ORDINATOR (ONE POSITION)

- Co-ordinate the organisation of monthly club events excluding Bear Essentials.
- Does not necessarily personally organise each event, but makes sure relevant publicity is organised and the event occurs.
- Liaison with event venues.
- Liaison with the Newsletter Editor for events to be included in the newsletter.
- Books the DJs for events & informs the venue.

PARTNER/SPONSOR MANAGER (ONE POSITION)

- Liaises with sponsors and potential sponsors.
- Arranges sponsorship for the club.
- Arranges sponsorship for Bear Essentials in association with the HCB Executive Committee.
- Arranges sponsorship for club events in association with the Events Co-ordinator.
- Maintains the “Bear Benefits” members’ discount scheme, keeping records of all discounts.
- Works with the President to submit grant applications for funding through local government authorities.

SOCIAL MEDIA/PR MANAGER (ONE POSITION)

- Promotes the club to the wider community.
- Has access to Facebook and Twitter, and promotes the clubs events on a daily basis
- Works with the President to identify media and publicity opportunities.
- Works with Events Coordinators to publicise club events.
- Works with Bear Essentials Coordinator to publicise the festival and events.
- Responsible for organisation of prizes for raffles and other fundraising activities.
- Responsible for the weekly club members draw at Bears on Sunday.
- Liaises with other bear clubs to promote the club.