

H4 Committee Job Descriptions

As at 15 Feb 2021

GRAND MASTER

1. The Grand Master (G.M.) is to be respected and listened to at all times.
2. Mentors the On Sec and others.
3. To delegate a stand-in in your absence.
4. He calls forth the Hares for the presentation of the run.
5. Directs the Circle to ensure it flows and is full of Humour.
6. Presents anniversary hats and badges
7. Have some standby items of interest as back up in the event of the circle dying. e.g., Joke tellers, Poems, Songs, etc
8. Receive the Perpetual Foot from the Ex-GM on the Monday after the AGM and show the Members, then keep the Perpetual Foot on your Mantel Piece at Home for your term of G.M. ship.
9. Prepare the Perpetual Foot and the GM's jacket with incoming GM's name and present it to him on the Monday after your last AGM. Deliver the "Ode".
10. Chair all Committee Meetings
11. Select a site for AGM and organize event in conjunction with On-Sec.
12. Represent the Club and it's Members to the best of your ability.
13. Submit your Annual Report to On-Sec by the end of October.
14. NOTE: To hang shit on the GM is to dishonour the Club.

ON-SEC (The Driving Force of the Club)

1. Take Minutes of each Circle.
2. Writes the Rag
3. Email Rag weekly to every member.
4. Advise GM of upcoming proceedings of the Circle.
5. To delegate a stand-in in your absence.
6. To liaise and correspond with other Clubs.
7. To create and maintain good relations with other Clubs.
8. Take the Minutes of Committee Meetings.
9. Email the Minutes to all Committee Men.
10. Advise Committee and Members of Club matters.
11. Oversee all Committee positions and ensure each Committee man is doing his job.
12. Select a new Committee towards the end of the Hash year.
13. Ensure smooth handover from the old committee to the new committee in November/December each year.
14. Invite the in coming Committee to the last scheduled meeting.
15. Help select a site for the AGM and organize event in conjunction with GM.
16. Control the Hamersley Post Box and check for mail regularly or delegate a stand-in
17. Review Standing Orders with GM regularly to ensure that it meets the club's expectations. Any proposed changes to be presented at committee meetings for approval
18. Start preparing the Hash Annual around August.
19. Maintain a register of all members in accordance with the Rules (Constitution)

20. Think of a theme for your Annual Cover and Cumity.
21. Have the Annual ready for the first week after the AGM.
22. Submit your Annual Report to On-Sec by the end of October.
23. Represent the Club and it's Members to the best of your ability.

HASH CASH

1. Prepare a Budget for the up-coming year.
2. Prepare Cash Report for committee meetings (or on request from GM) including comparison between Budget / actual / and Forecast
3. Collect all Membership Fees.
4. Collect all Visitors Fees weekly.
5. To delegate a stand-in in your absence.
6. Receive weekly reports from Hash Splash and Data Enter.
7. Receive moneys from members and Data Enter.
8. Pay all Club Bills
9. Manage Club Bank Account
10. Make sure no member is in Debit by the AGM.
11. Submit your Annual Report to On-Sec by the end of October.
12. Represent the Club and it's Members to the best of your ability.

JOINT MASTERS

1. Prepares the calendar for special events and keeps the committee advised. These as to be included in Standing Orders.
2. Ensure the new committee knows of these special events (late November action annually)
3. Prepares the Hare Line up to Christmas for the incoming Joint Masters.
4. Will have a back-up run prepared in case of an emergency.
5. Advise the Hares that it is their responsibility to find alternative Hares if they are unable to do the run.
6. Advise Hares of their obligation to their run, e.g., put feet out and bring them in, clean up at end of run and prepare Van for departure.
7. When a Hare drops out or a Hare is not organised for a Run, takes it upon themselves to find an alternative or set the run themselves
8. Each JM will blow a Horn on the Run to indicate the Trail for other runners. One up front and one down back.
9. Prepares the table and Down Downs for the Circle.
10. To delegate a stand-in in your absence.
11. Submit your Annual Report to On-Sec by the end of October.
12. Represent the Club and it's Members to the best of your ability.

HISTORIAN

1. To bring Run Book to each Run and ensure the Book's security
2. To delegate a stand-in in your absence.
3. Create a Spread Sheet with a formula that adds every member's run for the year and totals it from the first run after AGM until the next AGM. Plus the over-all total of runs.
4. Audits the Run Book on a frequent basis to ensure accuracy.

5. Negotiates with the members for the moving of anniversary runs to suit the members situation.
6. Prepare the Book, as in ruled up, run number, event, date and Hares.
7. Ensures the club has in stock - hats, anniversary run badges, next Run Book.
8. Make a list of Members start dates and calculate what date they receive their Hat.
9. Advises On sec, GM and Song Master of up-coming anniversary runs and Hat presentations.
10. Has on hand, the necessary Hats, badges and copy of the "Ode to the Hat, "
11. Delivers the Ode to the Hat in a respectful manner. Actual presentation of Hat is done by the GM.
12. Prepare Annual Report with anniversary runs, Hat recipients etc.
13. Submit your Annual Report to On-Sec by the end of October.
14. Represent the Club and it's Members to the best of your ability.

VAN/SPLASH

1. Van – Maintain the Van in good mechanical condition and appearance.
2. Van - Record fuel and mileage for servicing purposes
3. Van - Gas, grog, generator fuelled, lights working flood lights working and sufficient stock
4. Prepares a grog stock sheet
5. Check on a weekly basis the condition of tyres, fuel, lights, and gas bottle.
6. Carries out stock take on a weekly basis and orders stock as required.
7. Purchase all Drinks (on SPECIAL where possible)
8. Maintain a record of consumed items.
9. Ensures that no goods are issued without payment or a record.
10. Keeps a record of dispensing of donated drinks.
11. Do not credit previously bought drinks with donated drinks.
12. No free drinks for anyone including visitors.
13. Only Down Down drinks to be booked up to the club.
14. No drinks to be booked up by Visitors.
15. To track the where abouts of all club pots and feet.
16. Serve drinks to the members.
17. Transfers the booked up purchases to the Hash Cash.
18. Clean the Van, and Mugs ready for next week.
19. Compile and update the Van Driver listing
20. Advise the On-Sec of any maintenance or work required on the Van.
21. Supply Rations to JMs and sell the Cans.
22. Rations consist of Beer (Beer supplied at discretion of Hash Splash's), Ginger Beer and Coke.
23. To delegate a stand-in in your absence.
24. Submit your Annual Report to On-Sec by the end of October.
25. Represent the Club and it's Members to the best of your ability.

HABERDASH

1. Bring forth ideas for Club Apparel.
2. Bring Hash Apparel to each run or start an Online Sales. All items can be put on our Website for members to see and then orders can be made to the Haberdash, who will then bring the purchased item the next Monday Night.

3. Keep a Purchase Book.
4. Enter all purchases
5. Provide a list of all purchases and cash to Hash Cash
6. Do a Quarterly Stocktake.
7. To delegate a stand-in in your absence.
8. Submit your Annual Report to On-Sec by the end of October.
9. Represent the Club and it's Members to the best of your ability.

HASH FLASH

1. Keep the Camera secure and in good working order.
2. Take photos of the Hashers during the Run and Circle.
3. Take Photos of Visitors.
4. Take Photos of all significant moments, i.e., Hat Presentation, Centurion, etc.
5. Upload all photos onto the Hamersley website and social media.
6. Archive photos in preparation for Annual Report. i.e. WOW, Anniversary hats and badges, runs, special events
7. Update passport size photos for the Annual Archives.
8. To delegate a stand-in in your absence.
9. Submit your Annual Report to On-Sec by the end of October.
10. Represent the Club and it's Members to the best of your ability.

RELIGIOUS ADVISER

1. Dress in your chosen R.A. Apparel.
2. Be on the lookout for a potential Wanker.
3. You are only active in the Circle.
4. Do not be disruptive to the Circle. Always know that the GM, jokes, songs and specialty segments come first.
5. Bring the boys together at 6 pm sharp so the GM can call up the Hares
6. Keep the Troops **quiet** in a **non-aggressive, non-disruptive** manner.
7. Mount the Crate to announce the incoming and outgoing Wanker. Be quick and assertive.
8. Make your Judgement in a quick and entertaining way.
9. If Judgement can't be reached, ask the members to vote.
10. To delegate a stand-in in your absence.
11. Submit your Annual Report to On-Sec by the end of October.
12. Represent the Club and it's Members to the best of your ability.

SONG MASTER

1. Lead the Members in Down Down songs.
2. Teach the Members several Down Down songs and repeat weekly.
3. Introduce a Cameo Down Down weekly which is to be funny and or disgusting and entertaining.
4. To delegate a stand-in in your absence.
5. Submit your Annual Report to On-Sec by the end of October.
6. Represent the Club and it's Members to the best of your ability.

WEBMASTER

1. Maintain the Hamersley Website
2. Upload Run Directions each week
3. Upload the Rag onto the Website each week
4. Upload Photos
5. Upload Hash Lunches
6. Upload cumming events
7. To delegate a stand-in in your absence.
8. Submit your Annual Report to On-Sec by the end of October.
9. Represent the Club and it's Members to the best of your ability.

SOCIAL MEDIA

1. Maintain the Hamersley Facebook pages
2. Upload details of each Run each week
3. Upload Photos
4. Upload any interesting Hash information
5. Upload funny memes on a regular basis
6. Monitor traffic on H4 Facebook pages
7. Upload cumming events
8. To delegate a stand-in in your absence.
9. Submit your Annual Report to On-Sec by the end of October.
10. Represent the Club and it's Members to the best of your ability.

INTERHASH ORGANIZER

1. Investigate all events in the Hash World and pass on to the members.
2. Advise on cheap flights.
3. Advise on hotels chosen for H4 members.
4. Warn members of nearing price increases
5. To delegate a stand-in in your absence.
6. Submit your Annual Report to On-Sec by the end of October.
7. Represent the Club and it's Members to the best of your ability.

MUNCHMASTER

1. Organise monthly hash lunch.
2. Advise members during Circle of details of the monthly hash lunch.
3. To delegate a stand-in in your absence.
4. Submit your Annual Report to On-Sec by the end of October.
5. Represent the Club and it's Members to the best of your ability.