

Western Districts Billiards & Snooker Association

Your Committee: a brief outline of who does what on the committee.

(full details are available [here](#))

President (Executive Committee)

- ❖ promote the image of the Association
- ❖ responsible for leadership and overall administration
- ❖ represent the Association
- ❖ co-ordinate Committee activities
- ❖ act as chairman at meetings
- ❖ report to the AGM on the Association's activities

Vice-President (Executive Committee)

- ❖ assist the President
- ❖ act as President when required

Treasurer (Executive Committee)

- ❖ collect money due and make payments as required
- ❖ keep accurate books of account
- ❖ report on income, expenditure, assets & liabilities to AGM
- ❖ manage banking and bank accounts
- ❖ prepare annual budget

Secretary (Executive Committee)

- ❖ issue notices of upcoming meetings
- ❖ keep minutes of meetings
- ❖ manage all correspondence of the Association
- ❖ manage membership of the Association
- ❖ keep the Constitution updated and available
- ❖ oversee the Association website and manage mailing lists

Match Secretary (Executive Committee)

- ❖ manage competitions and competition draws
- ❖ oversee recording of match results
- ❖ manage team and player information and handicaps
- ❖ oversee handicap sub-committees
- ❖ ensure accuracy of information and statistics

Publicity & Social Media Officer

- ❖ assist Secretary with promotional activities
- ❖ communicate with other clubs to encourage membership
- ❖ manage media (photo & video) of competitions

Match Data Officers

- ❖ entering current match data into the website
- ❖ provide statistics from the website

Minor Grade Competition Officer

- ❖ assist in planning weekend minor grade competitions