

SUNTRECKERS – Job Description for Chairman

CHAIRMAN

The principal officer of the Association with responsibility for supervision of all management functions, together with additional responsibilities in the following terms:

1. Ensure that the Constitution of the Association is followed at all times.
2. Ensure that the good name and reputation of "Suntreckers" is upheld and protected at all times.
3. Represent the Association publicly, or depute another National Committee member to do so, when appropriate.
4. Maintain and develop good liaison with all bodies concerned with naturism and with camping and caravanning.
5. Preside over and ensure the smooth running of all meetings of the Association.
6. Report to every Annual General Meeting of the Association.
7. Ensure that all decisions made at the Annual General Meeting are actioned by the National Committee and that all matters minuted for action by the National Committee are accounted for at the next appropriate meeting of the National Committee.
8. Develop and maintain a spirit of friendliness among members of the Association.
9. Safely store all paper records relating to the Company to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
10. Ensure that any electronic records other than emails relating to the Company are securely archived AT LEAST MONTHLY to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
Microsoft OneDrive currently offers 5GB of free cloud storage, which can be made accessible to other committee members if required. Use of the individual committee email is recommended to create a OneDrive account, which can then be transferred to a new committee member if necessary in future.
11. Any other duties reasonably falling within the purview of this post and agreed by the National Committee