

Sub- Committee Terms of Reference

Sub- Committee Name: Activities Sub-Committee

Chair: Activities Co-ordinator elected by the HBOC Management Committee

Responsible to: HBOC Management Committee

Purpose:

- To organise and oversee the management of HBOC outings including camps.

Authority:

- Constitution of the Hunter Bird Observers Club Incorporated (2017). Section 23
Delegation by Committee to Sub-committee
- Reports to the HBOC Management Committee

Timeframes, Reporting and Deadlines:

- The sub-committee will coordinate its activities by whatever means necessary (ie email, phone) and co-opt the services of other HBOC members to assist where necessary.
- Report monthly to the HBOC Management Committee on progress of planned activities.
- All positions on the Activities Sub-Committee will be deemed vacant after the Annual General Meeting each year. (i.e. February).
- The Activities Sub-Committee Co-ordinator will ask for expressions of interest to remain on the Activities sub-Committee and the names of the proposed members will be tabled at the March Management meeting for endorsement.
- The Activities Sub-Committee will be reappointed annually by the HBOC Management Committee, and the Terms of Reference will be reviewed at this time.

Composition:

- Consists of no more than four (4) HBOC members.
- The HBOC President or delegate is an ex-officio member.

Specific Areas of Responsibility:

1. In October/ November each year, with the assistance of the HBOC Management committee, prepare a draft program of field outings and camps for the following year.
2. Co-ordinate at least four (4) camps each year.
3. Organise leaders for mid-week and Sunday field outings, making appropriate arrangements and completing relevant assessments.
4. Develop and maintain the Activities file and its distribution and publication on HBOC website and HBOC social media platforms as appropriate.
5. Assist leaders with Site Risk Assessments, Incident Reports, activity reports and relevant publicity as required and forward to HBOC Secretary.
6. Ensure a bird list from activities are completed and entered in HBOC Birddata for each event.
7. Private property- All properties offered for access by HBOC for outings will be assessed and a risk assessment attended. Owners who allow access to their properties for day only visits will be offered a gift HBOC membership. Owners who allow a camp and don't charge a fee, will receive a gift HBOC membership +HBOC Mug+ a whistler badge.

Other Resources:

Camping gear held in storage.