

Sub- Committee Terms of Reference

Sub- Committee Name: Activities Sub-Committee

Chair: Member elected by the HBOC Management Committee

Responsible to: HBOC Management Committee

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

Authority: 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 Officer 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 five (5) 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. Organise New Members Day each June, in consultation with the Membership Secretary.
5. Develop and maintain the Activities file and its distribution.
6. Ensure relevant paperwork is completed and forwarded as appropriate.
7. Assist leaders with e-news activity reports and other relevant publicity as required.
8. Ensure a bird list is entered into Birddata for each event.
9. Assist with/ have input into the organisation of other events as time permits.

Other Resources:

Camping gear held in storage