

Deep Blue Scuba Dive Club

1st General Meeting

Date **Wednesday 23rd September 2015**

Venue **Downstairs at the Mercat Bar, 28 West Maitland Street, Edinburgh EH12 5DX**

Time **1900**

AGENDA

	ITEM
1.	Opening of the meeting
2.	Apologies for absence
3.	Acting President's remarks
4.	Election of committee
5.	Adoption of constitution
6.	Any Other Business
7.	Meeting close

Committee roles – Summary

- 1. President** – Chairs committee meetings, figurehead for club at reference point for members and committee members
- 2. Treasurer** – all matters financial & commercial
- 3. General Secretary** – initial handling of email and phone enquiries; minutes at committee meetings and club general meetings
- 4. Membership Secretary** – all membership matters including records, newsletters, social activities, website & Facebook
- 5. Training secretary** –first contact point for all training and course enquiries. Ensures pool sessions and training courses are scheduled, staffed and equipped appropriately
- 6. Shore co-ordinator** – works with the Training secretary; schedules open water shore activities including fun diving at shore locations, logistics, staffing and equipment requirements
- 7. Trips secretary** – organizes trips including day boats at St Abbs, multi-day trips such as Lochaline and club holidays. As with training and shore roles this includes logistics, staffing and equipment requirements
- 8. Senior Instructor** – acts as a role model to instructors and staff; ensures staff are trained and kept up to date on the latest PADI standards and requirements; assesses training needs for staff including those returning to teaching; advises on HSE and PADI standards; liaison between staff and committee
- 9. Equipment & Premises** – advises committee on equipment requirements; ensures equipment is in good working order, organizing repairs and scheduled maintenance; responsible for premises & van including maintenance and tidiness

More detail is available on these roles by request.