

ROLES & RESPONSIBILITIES

PROPERTY OFFICER

- Liaise with the local Council to ensure the rental arrangements for the hall where the Club's General Meetings are convened, are committed and ongoing
- Liaise with the local Council the rental of any other facilities that are required by the various club activities taking into account their frequency and timing
- Be responsible for the establishment of a roster to ensure the efficient set up and restoring of all equipment required for the monthly General Meeting
- Be responsible for the set up, maintenance and security of all electronic equipment including microphones, data projector, and computer used during the General Meeting
- Ensure the settings for sound and air conditioning are set at comfortable levels for the comfort of Members
- Liaise with the Speaker Convener to ensure the provision of sound and visual aids is provided as required
- Attend monthly Committee Meetings.