

## Nicholson 31 Association

### Officers' Duties:

#### Honorary Secretary:

*Purpose: To maintain/increase membership.*

Co-ordinate Association activities.

Keep master list of members and owners.

First point of contact for members and those wishing to become members.

Produce Newsletters and bulletins, in conjunction with the Press Officer.

#### Honorary Treasurer:

*Purpose: To maintain accurate and auditable accounts.*

Keep accounts up-to-date at all times.

Send out reminders for subs, and chases for subs when required.

Pay invoices for services, and expenses of officers.

Control the bank account.

#### Webmaster:

*Purpose: To increase traffic to the website.*

Update website with current material / content.

Insert submitted stories and photos into website.

Archive out-of-date material from website.

Publish bulletins / newsletters and other submissions in a timely manner.

Keep detailed record of website traffic for use by Hon. Sec. and other officers.

Control the Facebook page: Nicholson 31 Group.

#### Forum Lead:

*Purpose: To encourage contributions to the forum from members.*

Rationalise topics and contributions for ease of access.

Produce topics for the Newsletter.

Establish automatic feed of forum entries to members

Enhance forum visibility.

#### Boat Sales:

*Purpose: To facilitate the easy and swift sale and purchase of Nicholson 31 yachts world-wide.*

Send boat details for sale to the Webmaster for inclusion (& deletion) in the relevant web page.

Maintain a list boats for sale.

First point of contact for members & owners wishing to sell.

First point of contact for those wishing to buy Nic 31s.

Keep a record of sales and purchases.

#### Press Officer:

*Purpose: To obtain publicity for the Association.*

Contact and maintain good relations with yachting publications.

Achieve publication of articles and press releases regularly when appropriate.

Request stories and photos for publication from the membership.

Send all press cuttings and releases to the Webmaster and Archivist.

#### Archivist:

*Purpose: To Catalogue all known material relating to Nicholson 31s.*

Keep records in an easily retrievable manner.

Answer requests for historical information.

Collate and update drawings for use by members.

Maintain a 'Map' of boat locations.