

Oxford University Mountaineering Club
Code of Conduct 2017-18

The art of running a successful club is to appoint key officers. These persons should then be delegated specific responsibilities and given deadlines. If the Club Constitution has not already highlighted these Officers or persons, then this is the section to include them, including a brief description of their areas of responsibility.

The list is not exhaustive and should be modified to your own needs. If you have a small number of members, then one person may wish to take on a number of roles. If you are a large or specialist type of Club, then you may need a number of specialist Officers. Some of these Officers may have similar roles, but unique areas of responsibility e.g. a Sub-Aqua club may have a number of equipment types Officers: - a Bosun, Boat/engineering specialist and a technical diving Equipment Officer.

- 3.1. The Club Committee must consist of **at least three** or more of the following officers who **MUST** be fully matriculated members of the University. All clubs must have a President, Secretary and Treasurer. All appointed posts must be listed on a Committee form and sent to the Sports Federation for the attention of the Sports Federation Sabbatical as soon as the Committee's change from one year to another.

POSITION	NAME	E-MAIL
President	MICHAEL ADAMER	michael.adamer@merton.ox.ac.uk
Secretary	MICHAEL COUGHLAN	michael.coughlan@sek.ox.ac.uk
Treasurer	ALASDAIR ROSS	Alasdair.ross@wadhams.ox.ac.uk

- 3.2. The Club must appoint a **President**.
3.3. The Club must appoint a **Secretary**.
3.4. The Club must appoint a **Treasurer**.

The duties of the above Officers may vary according to the nature of the Club. However, it is advised that the Club include an outline of his/her duties in this section of the Code of Conduct or the Constitution.

3.5. **Safety Officer**

Suggested **Safety Officer** responsibilities include:

- Liaison with the ASO over all matters concerning Club safety.
- Promoting safe practice within the Club at all times.
- Ensuring accident or near miss forms are submitted to the ASO within 24 hrs