

Property Member Duties and Responsibilities

INTRODUCTION

1. The Newcastle Hang Gliding Club (NHGC) supplies and maintains a number of assets in support of foot launched Hang Glider and Para-Glider operations. The property member is responsible to the NHGC Committee for the Purchase, Maintenance and Management of these assets.

AIM

2. The aim of this Management plan is to provide guidance to Property Member of the NHGC on their duties and responsibilities.

AUTHORITY

3. The authority for this Management Plan is the NHGC Senior Safety Officer (SSO). In the absence of a promulgated SSO the committee president is the authorising position.

SCOPE

4. This plan applies to the NHGC elected and duly appointed Property Member of the NHGC Committee

INSTRUCTIONS

5. The Property Member is an elected position held on the main committee of the NHGC. The property Member is responsible for the purchase, Maintenance and Registering of assets provided and owned by the NHGC.

a. **Purchase of Assets** – The purchase of new assets by the NHGC with a value of lower than \$1000.00 can be authorised by the members at a monthly meeting. If authorised the treasurer is to organise for the property Member to have the funds allocated to him for the purchase. For expenditures of greater than \$1000.00 the authorisation can only be made by the members at an AGM or an Extraordinary AGM. Following all purchases the Property Member is to provide the receipts to the NHGC treasurer for accounting purposes. This is to be accomplished prior to the next NHGC Monthly meeting.

b. **Maintenance of Existing Assets** – The majority of maintenance required to be carried out on a regular basis will be the regular servicing of Mowers, Brush Cutters, Chain Saws and the Trailer. For costs of this nature below the value of \$100.00 only two members of the executive are required to approve the purchase without ratification from the member forum. These members can be **either** of the President, Vice president or Secretary. The Treasurer must always be a signatory to the purchase. For maintenance costs of greater than \$100.00 then the member forum at the monthly meeting must ratify the expenditure.

Instructions Cont...

c. Registration of Tools and Equipment – Assets provided by and for the NHGC operations is of a considerable cost to the members. To maintain some sort of control over these assets the property member is to maintain a register of the assets he is responsible for. This register is to include all assets the club owns and maintains. The register is to detail as a minimum:

- (1) Name of asset (e.g. Push Mower, Shovel)
- (2) Individual identifier (e.g. Serial No)
- (3) Registration Number (Must be engraved onto the asset)
- (3) Date of purchase (for depreciation)
- (4) Value when new (for depreciation)
- (5) Location of asset

Review Period

6. These Instructions shall be reviewed at a minimum every 24 months.

Sponsor

President
Newcastle Hang gliding Club

17 Jan 2014