

## **DIRECTOR Infrastructure**

### POSITION DESCRIPTION 2021

1. Co-ordinate preparation & oversight of infrastructure priorities list including preparation of cost estimates where appropriate.
2. Determine appropriate financial reports in conjunction with President and the Treasurer and to circulate reports as required
3. Liaise with Director: Grants to follow up appropriate funding opportunities.
4. To oversee the operation of the Green Shed in conjunction with the Vice President
5. Take responsibility for ensuring that Green Shed membership packages are distributed.
6. Maintain Green Shed Members data base in conjunction with Director: Membership and ensure that the Master Members Data Base is kept current.
7. Assist President with identification of potential Major Sponsors and Community Partners.
8. Assist President with implementation of RAP
9. To be the Club's liaison point with the Shire Council
10. To assist the Vice President with the maintenance and management of the hard board sign sponsors.

11. To have prime responsibility for oversight of all aspects of occupational health and safety.
12. To attend Committee meetings as required.
13. To be available to perform the duties of a member of the Committee Executive to assist with administrative decisions between Committee meetings in particular