

## MCG Caving Secretary Role Description

Last updated 2018

### Membership

1. To encourage membership.
2. To welcome visitors and prospective members so they feel comfortable.
3. To facilitate the progress of Probationary Members to Full Members. It is useful to encourage experienced full members to carry out assessments
4. To raise awareness of the £15 kit hire fee among prospective members
5. To promote awareness that the MCG is not just a convenient place to get keys and gear, but that it is a caving community where contribution to maintenance in particular is important – this keeps membership costs down for all.
6. To encourage members to participate in social and maintenance activities.

### Trips

1. To facilitate sport trips by encouraging members to lead trips.
2. To facilitate digging by promoting and raising awareness

### Reporting

1. To liaise with the MCG Committee regularly by attending Committee Meetings, communicating developments via email, and participating fully in Club initiatives.
2. To produce an annual Report for the May AGM
3. To encourage use of the online log, not only as a record of club activities, but also as a means for retired/non-caving members to see what's happening.

### Calendar

1. To encourage Members to commit trips for the online Event Calendar. Ideally at the May AGM to get the diary full for the following year
2. To keep the online calendar updated

### Applications

1. To keep members aware of the online Membership Application process.
2. To Review the online application and online payment forms regularly to make sure any fee changes are up to date.

### Liaison

4. To Liaise with the Tackle Master on gear requirements and maintenance, especially with prospective members in mind.
5. To Liaise with other caving agencies to promote events such as Cavefest and New To Caving.

### History

1. To be aware and promote the long history of the MCG, and to be aware that some members, although no longer active, were the founders of the club, and were key figures in a lot of the digging, particularly in Upper Flood Swallet.