

EXECUTIVE COMMITTEE PORTFOLIO POSITION HEAD OF SCUBA

2016

General duties:

- Host at least one IDC per year.
- Responsible for the selection, coordination and management of a scuba sub-committee.
- Organize PROMO stands.
 - Organize scuba crew for promotional stands.
- Responsible for answering emails on scuba@sun.ac.za.
- Responsible for answering messages on the Facebook page.
- Responsible for making sure that the website is up-to-date.
- Main contact to PADI regional manager.
- Find, assist, grow and train a replacement officer in due time before stepping down.
- Write-up a scuba year report to be handed in before the AGM.
- Present main points of yearly scuba report at the AGM.

SCUBA crew:

- Select SCUBA crew for the year.
- Hold a crew orientation beginning of the year.
 - (make sure all crew members know how the club runs -courses, payments, prices, gear room).
- Organize crew meetings/braais every two months.
- Organize a crew activity once a year assisted by Social and Finances.
- Ensure quality and professionalism of crew.

PADI courses:

- Responsible for the coordination of all PADI courses.
- Responsible for the coordination/set-up of which crew member to place on course.
- Evaluate course prices yearly.
- Manage crew payments for courses.
- Responsible for booking the pool for each course.
- Keeping stock and ordering of PADI course material.
- Certify all students.
 - Check paperwork.
 - Make sure membership forms are completed.
 - Make sure proof of payments are attached.

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Contacts:

- Candice Williams – Sports Manager
 - Email: candicea@sun.ac.za
 - Tel: +27 21 808 4678
 - Tel: +27 83 580 2446
- KEWE Sales - Kevin (PADI material)
 - Email: kevin@scubapro.co.za
 - Tel: +27 82 375 7541
- SCUBA Warehouse - Vanessa (PADI material)
 - Email: dive@scuba.co.za
 - Tel: +27 83 645 3191
- Ollava (Boat usage)
 - Email:
 - Tel:

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Sub-committee duties:

- **Club dives**

- Organize club dives every weekend if weather allows.
- Admin on WhatsApp group.
 - Add certified students to group.
- Keep an updated worksheet of all crew taking out a club dive and the students on the club dive.
 - Email worksheet to Head of Scuba at the end of each month.

- **Dive tours & events**

- Organize/oversee dive trips.
 - 2-4 small tours every year (Sodwana, Hermanus etc.).
 - 1-2 big tours (Zanzibar, Mozambique etc.).
- Organise/oversee diving events (Valentines' day, Easter, Halloween etc.).

- **Gear Room**

- Responsible for keeping the gear room clean and tidy.
- Responsible for making sure that all gear returned is clean and in good working condition.
 - Check gear room every Monday.
 - Keep a log book of any dirty, faulty or missing gear.
 - Email worksheet to Head of Scuba at the end of each month.
- Make sure all gear is clearly marked/numbered.
- Must be aware of visual and pressure tests on all cylinders.
- Make sure compressor is clean.
- Make sure compressor is maintained and serviced when needed.