

HHHi all

As many of you will be aware, since June 2006 I have been fulfilling the role of South West On-Sec and in that time I've been grateful for the opportunity to:

- produce over 60 editions of The Diary building on what was started by Biggles (Ashburton H3)
- establish a live Google Calendar so that ALL hashes can update the Diary in real-time
- maintain what I hope has been a very useful website at [www.swh3.info](http://www.swh3.info)
- ensure the members of SWASH are appropriately covered by arranging for public liability insurance, although this is no longer necessary as each hash has taken its own responsibility.

I now feel it's time to hand over the baton to someone new; someone with the sort of enthusiasm and commitment I had back when I offered to take the role over from Biggles.

If you're interested, please let me know and I'll be in touch. In the meantime, I hope the following will give an indication of what the roles and responsibilities look like:

1. Website: [www.swh3.info](http://www.swh3.info)
  - 1.1. Maintain contacts pages for hashes, bashes and orienteering groups
  - 1.2. Maintain shared Google calendars so that hare masters are able to post their hashes in the SWH3 Calendar
  - 1.3. Regularly refresh the Welcome page with editorial news, comments and event promotions
  - 1.4. Maintain links to appropriate external websites (PathWatch, discount opportunities etc.)
  - 1.5. Maintain Notices with details of appropriate events etc. with links to locally held registration forms and flyers, or to the events own website
2. SWASH Insurance (this is no longer required as responsibility has been migrated to each hash).
  - 2.1. Maintain email and address contacts lists for single point of contact for each member hash
  - 2.2. During June send email to re-confirm contacts and reminder renewal date is 1<sup>st</sup> August
  - 2.3. When renewal notice is received (mid-July), calculate each members' share of the premium, not forgetting to include the cost of the [www.swh3.info](http://www.swh3.info) web site and a small fee for other expenses
  - 2.4. Email the contacts and give them a meaningful deadline to ensure they are aware that if they do not pay promptly then they will lose their cover
  - 2.5. Ensure premiums are collected promptly and that the insurance company is kept informed of delays. A reasonable delay is usually accepted, but confirmation is required that cover will be maintained
  - 2.6. Once the insurance company has been paid, issue a PDF copy of the Certificate of Insurance to the circulation list and retain a copy for records and in case of ad hoc requests

Of course, this is what I do. If you're interested in the role you may wish to make changes!

I will continue to maintain the above until it can be handed over after which time I hope there will be someone new to take over the reins.

On-on, Buzby

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