

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
- ensure the members of SWASH are appropriately covered by arranging for public liability insurance

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

- 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

- 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 1st 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 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 June 2022 after which time I hope there will be someone new to take over the reins.

On-on, Buzby

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