

## KMMBC Committee Members October 2009 – 2010

Committee Position	Officer	Contact Details
<b>President:</b> Provide leadership and liaison to ensure the smooth running of club activities and meetings. A signatory to the club bank account and 'officer' of the club. The club's NZMBA contact.	Rachel Griffiths	236 0269
<b>Secretary:</b> Send out Agenda, take Minutes of meetings and send to the committee. A signatory to the club bank account and 'officer' of the club. Collect and sort correspondence.	Jane Cairns	233 1585
<b>Treasurer:</b> Prepare and report on financial matters at meetings and the AGM, and keep financial records up to date and in order. A signatory.	Jodie Kelly	234 8977
<b>Membership Secretary:</b> Keep current the list and details of club members. Distribute to other members.	Pam Raynel	233 6653
<b>Funding Officer:</b> Explore funding/grant opportunities and complete applications.	Jenina Snowling	239 9385
<b>New Members Officers (2)</b> <ul style="list-style-type: none"> <li>• <b>South of Pukerua Bay</b></li> <li>• <b>Pukerua Bay &amp; North (Kapiti Coast)</b></li> </ul> One of the first contacts for the club. Give new members information about the club. Link with WMBC to organise ante-natal classes. Support and follow up on new members.	Megan Hutchison  Sam Lockhart	233 0022  (04) 298 5561
<b>Social Coordinator:</b> Organise the social activities for the club, and promote them to members.	Coralie Morrison	233 6579
<b>Playgroup Co-ordinator:</b> Organise, manage and promote our club's fortnightly Playgroup.	Rachel Griffiths	236 0269
<b>Meals Officer:</b> Buy meals and groceries, store them, and deliver to families who have just had their babies.	Wendy Gray	234 7552
<b>Librarian:</b> Manage the club library and provide members with the opportunity to borrow library resources.	Tracy Batcheler	239 9877
<b>Newsletter Editor:</b> Produce a bimonthly newsletter and distribute to all members.	Julie Sayers	238 2336
<b>Clothing Grabs Officer:</b> Store clothing for recycling within the club at the quarterly Clothing Grabs. Host clothing grabs.	Wendy Gray	234 7552
<b>Equipment Officer:</b> Store and hire out the equipment that the club has for members to hire.	Coralie Morrison	233 6579
<b>Buddy System Co-ordinator:</b> Match new members with a 'buddy', for support.	Pam Raynel	233 6653
<b>Website Coordinator:</b> Develop and maintain our club website.	Dale Hartle	235 6659
<b>Publicity Officer:</b> Promote the club and produce publicity materials.	Beate Noldan	233 2446