

## **Old Coulsdon Hash House Harriers**

### **Mismanagement roles and responsibilities**

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#### **Grand Master (GM)**

##### General

To liaise with other mismanagement members in order to maintain the smooth running of the Hash. To represent OCH at mixed hashing events such as Nash Hash. To brief virgin hares on role and responsibilities such as checking there is enough beer, softies and crisps and washing mugs.

##### Pre-hash

To look out for and welcome virgins and visitors – note names. Check location of down-downs with hare.

To call circle and state hash number, introduce virgins and visitors, introduce hare(s) to give hare talk. If the RA is absent nominate a stand-in RA.

##### Post-hash circle

To call the circle and prepare down-downs for hare, virgins, visitors and returnees. Invite comments on the run. Welcome virgins, visitors and returnees and give down-down. Hand over to RA. When RA has finished, make and ask for announcements.

##### Mismanagement Meetings

To chair the meetings, to ask for acceptance of previous minutes, call for proposals and announce decisions voted on. Ask for acceptance of matters discussed at the meeting.

##### AGM

To chair the meeting and ensure members are thanked for their contributions. Request the hash cash / treasurer's report and copy of audited accounts. Request acceptance of audited accounts through proposer and seconder. Announce nominations for committee positions and conduct a vote if necessary.

#### **On Sex**

To keep OCH records, including past meeting minutes.

To maintain the diary of mismanagement meetings; notify members of forthcoming meetings, invite agenda items, agree agenda with GM, take minutes of meetings.

To publicise forthcoming runs and events to OCH hashers.

To promote OCH events among other hashes, and forward publicity about other hashes' events to OCH.

To liaise with Webmaster on promotional material for the website.

To organise the business of the AGM, including calling for nominations for mismanagement members, and organising voting procedures if necessary.

## **Religious Adviser (RA)**

To provide casual entertainment through the observation of foolish or sloppy behaviour in any form as deemed by the RA, even if identified by any other hasher, and to fine offenders, known as 'sinners', accordingly after the run, in the form of issuing a down-down.

## **Treasurer**

1. To be the registered holder of the OCH3 bank account, currently with Lloyds-TSB in Coulsdon, 77-30-17 84478460, and to have charge of the cheque book, paying-in book and bank statements.
2. To pay into the account from time to time the accumulated run subscriptions and other expenses, less receipted expenses, as furnished by the Hash Cash and/or Haberdasher.
3. To receive from the Hash Cash the completed run attendance sheets and receipts for expenses corresponding to the net income received and to maintain an archive of these records.
4. To receive from the Haberdasher on at least an annual basis a statement of stock held, stock purchased and stock sold.
5. To monitor the balance of the account and to report to the Mismanagement when this balance is less than £500 or more than £1000.
6. To keep an electronic ledger showing the balance of the bank account, plus all items of income and expenditure, and to make a report at each meeting of the Mismanagement.
7. To produce an annual statement of accounts prior to the AGM, to present these to the person designated by the Mismanagement as Auditor, and to make a subsequent verbal report at the AGM, with printed copies of the statement of accounts available for inspection.
8. To negotiate and pay for the annual renewal of third party liability insurance, currently brokered by Lucas Fettes & Partners, to be the contact point and to hold the corresponding certificate.
9. To authorise all necessary expenditures in conjunction with at least one of the other two authorised signatories on the cheque book (the GM and the Hon Sex) and to initial both the chequebook stub and the paying-in book stub when there is activity in the account.

## **Hash Cash**

To collect the subs for each hash run, listing all attendees, paying receipts for crisps and beers, totalling up money collected and deducting any amounts for anything paid out for. If Hash Cash cannot attend a run, to contact Treasurer or other Mismanagement member to arrange a stand-in.

To send attendance sheets to Treasurer once a month, to update the accounts. To pass over cash receipts to Treasurer once a month, retaining a small float.

To maintain the honour roll. To keep track of Hashers reaching their 50th Hash and then 100th, 200th etc. To send Honour Roll to Webmaster for posting on the website.

### **Haberdasher**

To maintain and purchase OCH hash kit as required and agreed by the Mismanagement.

To take kit box to each hash for sales to attending hashers.

To organize "specials" for those that reach 50, 100, 200, 300, 500 runs as required. To use funds as agreed by the Mismanagement for engraving or printing.

### **Hare Raiser**

#### General

To propose a future 6 month run programme for Mismanagement approval. To maintain the programme using the Hare and Venue Database, and copy this to Webmaster.

To find Hares and/or agree joint runs with other Groups. To agree location of On On with the Hare.

#### Post Hash

To announce future runs, and call for Hares.

### **Social Sex**

To organise any hash social events, particularly the Summer Party.

To co-ordinate with venue to arrange dates and payment; co-ordinate with caterers; liaise with Hon Sex for distribution of invites; keep record of attendees and payments; arrange additional food/breakfast; plan budget; arrange provision of beer and wine.

Report to Mismanagement as appropriate

### **All roles**

All Mismanagement members should also do the following:

Before and during hashes, look out for and welcome visitors and newcomers.

Raise any areas of concern with GM and if necessary escalate to Mismanagement meetings.

Agreed at OCH Mismanagement meeting, 15 April 2013