

Post Descriptions of PAC Executive Committee Members

<u>Post</u>	<u>Functions and Responsibilities</u>
Assistant Treasurer	To assist the Treasurer in managing PAC account matters.
Deputy Secretary (1) & (2)	To assist the Secretary and to act for him/her in his/her absence.
Assistant Secretary (1) & (2)	To assist the Secretary in a specific functional area as assigned by the Secretary.
Web Master	To oversee the development of the PAC Website, manage and archive relevant information distributed on the PAC Website.
Assistant Web Master	To assist the Web-master in specific function areas as assigned by the Web-master, and in particular the following areas: <ol style="list-style-type: none">1. Liaison concerning technicalities / interface issues related to the Force network / systems; and2. Coordinate helpers and other resources for computer related tasks.
Ceremony and Trophy Manager	To organize and conduct medal presentation ceremony of all PAC events, to manage and control procurement and retention of all trophies and medals for presentation purposes.
Assistant Ceremony and Trophy Manager	To assist the Ceremony and Trophy Manager in a specific function area and to act as Master of Ceremony during PAC events.
Coach (1) – (4)	To organize training for PAC members and to assist and advise on any PAC athletics events.
Event Coordinator (External) (1) & (2)	To act as liaison officer with other public organisation / government departments over matters concerning PAC representation teams and to coordinate participation of PAC representatives in all external invitation events.
Assistant Event Coordinator (External) (1) & (2)	To assist the Event Coordinator in all external invitation events.
Event Organizing	To assist the Chairman and Vice Chairman in organizing all

- Manager (1) – (5)** PAC competition events and other activities. Event Organizing Managers will devise strategy and procedures in ensuring their responsible events are conducted in an efficiently and safe manner.
- Race Official (1) – (6)** To assist the Event Organizing Managers in organizing all PAC competition, events and other activities.
- Coordinator for Helpers** To maintain a centralised contact records on helpers, to act as a contact point for helpers as well as coordinating any matters relating to helpers.
- Assistant Coordinator for Helpers** To assist the Coordinator for Helpers in coordinating helpers related matters.
- Coordinator for Retirees** To act as liaison officer among Associated Members (Retiree) and coordinate their participation in any PAC events.
- Publicity Manager** To prepare and coordinate the publicity related issues concerning all PAC internal and external events and competitions.
- Assistant Publicity Manager** To assist the Publicity Manager in specific function areas as assigned by the Publicity Manager.
- Administration and Records Manager** To administer
1. matters concerning online registration of race events;
 2. consolidation of race results for Force Notice Board announcement, dealing with individual enquiries on race results, updating / amendments to individual records, and record archives; and
 3. close liaison with Web Master on updating the relevant information to the PAC Website.
- Assistant Administration and Records Manager (1) & (2)** To assist the Administration and Records Manager in a specific functional area as assigned by him/her.

Remarks

1. Post functions and responsibilities of Chairman, Vice Chairman (1) & (2), Secretary and Treasurers have been laid down in PAC Constitution.
2. In addition to the primary functions explained above, Executive Committee

Members are encouraged to assume one or more of the following secondary functions: -

- (a) Representative to HKAAA
 - (b) Formation Contact Points (especially for PTU and HKPC)
3. Task function, as oppose to post function, such as Catering Arrangement, Logistic Arrangement, Transport Coordinator, Photographer, etc will be assigned to Committee Members during the appropriate organizing meeting for the events.