



**Maritime Warfare School**

Officers' Association  
HMS COLLINGWOOD  
Newgate Lane  
FAREHAM  
PO14 1AS

**HMS COLLINGWOOD OFFICERS' ASSOCIATION COMMITTEE MEMBERS JOB DESCRIPTION**

COMMITTEE MEMBERS POSITION: CHAIRMAN

PRIMARY RESPONSIBILITY: To chair the OA Committee Meetings (4 per year) and to chair the Annual General Meeting (AGM)

PRINCIPLE TASKING:

- a. To provide an annual report to the AGM.
- b. To preside at the annual Trafalgar Ladies Night.
- c. Attend Remembrance Ceremony at HMS Collingwood
- d. Attend wreath laying ceremony for 33 officers killed during WW2
- e. Co-ordinate annual OA Sword Award.

MISCELLANEOUS:

- a. Attend funeral of members if possible.

COMMITMENT:

- a. Approximately 50 hours per year