

## CLUB COMMITTEE - ROLES

There are three roles on a committee that are required by the Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999 being President, Secretary and Treasurer, all of which must be different people. A guide to the duties of these roles follows.

### **Role: President /Chairperson**

- Be well informed of all organisation activities.
- Be aware of the future directions and plans of members.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Manage and chair committee and/or executive meetings.
- Manage and chair the annual general meeting (AGM).
- Represent the organisation where required.
- Be a supportive leader for all organisation members.
- Act as a facilitator for organisation activities.

### **Must Not Do List President/Chairperson**

- **Do not withhold information, either from particular members of the board or specific groups within the organisation. (Unless meeting privacy legislation requirements)**
- **Do not make decisions on your own. A collective of a minimum of three members should make all decisions, unless extreme circumstances make this impossible. This is to protect the individual and the organisation.**
- **Do not operate as a law unto yourself. It is not your organisation.**
- **Do not abuse your position or dictate that I am the president so that is how it will be.**

### **Role: Secretary**

- Be well informed of all organisation activities.
- Be aware of the future directions and plans of members.
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Organise and delegate tasks.
- Manage the internal communication needs.
- Maintain all records efficiently and effectively.

- Manage and supervise others where required.
- Manage all meeting needs and outcome requirements.
- Maintain confidentiality on relevant matters.
- Write and distribute the minutes of each meeting.

#### **Must Not Do List - Secretary**

- **Do not withhold information from particular members of the board or specific groups within the organisation. The collective group determine who is entitled to what information (other than privacy legislation requirements).**
- **Do not make decisions on your own. A collective of a minimum of three members should make all decisions, unless extreme circumstances make this impossible. This is to protect the individual and the organisation.**
- **Do not operate as a law unto yourself - they are not your files as they belong to the organisation.**
- **Do not abuse your position or dictate that I am the secretary I decided.**

#### **Role: Treasurer**

- Be well organised.
- Allocate regular time periods to maintain the books.
- Keep accurate and detailed records.
- Be able to work in a logical orderly manner.
- Be aware of information needed for the annual audit.
- Be aware of the future directions and plans of members.
- Have a good working knowledge of the duties of Treasurer and the requirements of the constitution and rules.
- Ensure that the budgeting is carried out in accordance with the wishes of the plan and/or members.
- Prepare monthly financial reports including profit and loss statements, balance sheets and bank reconciliations etc.

#### **Must Not Do List Treasurer**

- **Do not withhold information from particular members of the board or specific groups within the organisation.**
- **Do not make decisions on your own. A collective of a minimum of three members should make all decisions, unless extreme circumstances make this impossible. This is to protect the individual and the organisation.**
- **Do not operate as a law unto yourself - The collective rules. It is not your money**
- **Do not fraudulently alter the financial records.**
- **Do not operate in the interest of one specific group only.**
- **Do not abuse your position or dictate that I am the treasurer I decide**

## **Role: General Committee Members**

- Be well informed of all the organisation activities and be aware of the future directions and plans of members.
- Be supportive of the organisation's members.
- Function as a key player in the delivery and evaluation of the operational plan requirements/outcomes.
- Monitor the financial position and its development.
- Manage and monitor the effective delivery of all activities.
- Have an understanding of the legal, financial, ethical/moral and physical requirements of a committee.
- Have a good working knowledge of the constitution, organisation rules and the duties of general office bearers.

### **Must Not Do List - Committee Members**

- **Do not withhold information, from particular members of the board or specific groups within the organisation.**
- **Don't allow or accept the Executive committee withholding information from general committee members.**
- **Do not make decisions on your own. A collective of a minimum of three members should make all decisions, unless extreme circumstances make this impossible. This is to protect the individual and the organisation.**
- **Do not operate as a law unto yourself.**
- **Do not operate in the interest of one specific group only.**
- **Do not isolate yourself from the decisions made as a collective: eg It wasn't me. It was the other members of the committee**
- **Don't place the responsibility of the organisation on the executive - share the load.**
- **Do not abuse your position or dictate that I am a committee member so I expect.**

## **Role: Vice-President**

Provides assistance to President and fulfils roles of President should the President be absent.

## **Role: Registrar**

Responsible for collection of registration forms and payments from new and existing members, updating membership details on the Club's membership database, sending registration details to Athletics North Queensland, receipt of registration numbers from Athletics North Queensland and distribution of numbers to members. This role requires significant time input at the start of each year to process registrations prior to the start of the season.

## **Role: Canteen Coordinator / Manager**

Responsible for selection and purchase of stock, coordination of volunteers to serve in the canteen, and collect takings.

**Role: Equipment Officer**

Responsible for ensuring that training and competition equipment is maintained in good condition and meets technical requirements. Prepares plan for equipment replacement and provides recommendations to committee regarding replacement and repair of equipment.

**Role: Newsletter Editor**

Responsible for production of newsletters to members during the year. This involves collecting results, photos and articles from club members and re-formatting them so that they are suitable for loading into the standard template for publication on the web site.

**Role: Uniform**

Responsible for sale of club uniforms to members, including maintaining a register of stock levels and ordering new stock from the Club's uniform manufacturer when stocks become depleted.

**Role: Coaching**

Responsible for maintaining regular communication with club coaches to inform them of decisions made by the committee and receive feedback from coaches on issues associated with operation of the Club. Ensure that club coaches comply with the Coaches Code of Conduct and encourage the athletes that they coach to support club functions and compete for the Club. Encourages coaches to upgrade qualifications.

**Role: Publicity**

Responsible for publicising general results, and in particular successes by Club teams and Club members in the local, State and National media. Also responsible for publicising and promoting major events hosted by the Club at the ground.

**Role: Club Records**

Responsible for maintaining lists of club records and all-time rankings, updating records on the club record boards in the club rooms and forwarding updates to the club web page editor for posting onto the club web site.

**Role: Officials**

Responsible for recruiting new officials, encouraging helpers and existing officials to gain accreditation and attend training sessions, coordinating attendance of officials at competitions and maintaining communication with officials to thank them for the efforts and inform them of developments within the Club and the sport as a whole.