

Committee Job Descriptions - August 2024

POSITION DESCRIPTION: CLUB PRESIDENT

PURPOSE: Principal leader of the Club and has overall responsibility for Club's administration.

RESPONSIBLE TO: Committee

Focus is on:

- Overall leadership of the Club
- Planning and Implementing development
- Liaison with stakeholders and external parties

DUTIES & RESPONSIBILITIES

- Provides leadership to the Committee, ensuring that processes and actions are consistent with the Club by laws and policies to set the strategic direction and priorities of the organisation and policy and management performance expectations
- Ensure that the Club complies with its Constitution and Legislation
- Represents the Committee and the organisation to outside parties including key stakeholders at local, regional and national levels as appropriate
- Promotes a culture of stewardship, collaboration and cooperation, modelling and promulgating behaviours that define sound board membership
- Monitor and evaluate organisational achievements
- Chairs Committee meetings and ensures they are properly planned, including the timely distribution of board papers, and that the minutes are accurate
- Facilitates effective Committee meetings, including the AGM
- Helps Committee prioritise club goals and directs Committee as required to achieve stated objectives
- Ensure planning and budgeting are carried out in accordance with club member's wishes
- Act as facilitator for club activities
- Bank signatory
- Secondary Investigator for any disciplinary matters required
- Maintains a positive relationship with the Club Captain to ensure the regular exchange of information
- Support to other Committee functions
- Undertake succession planning

POSITION DESCRIPTION: TREASURER

PURPOSE: Responsible for administering and recording of financial transactions for the Club, including compilation of budgets and financial reports.

RESPONSIBLE: President

Focus is on:

- Oversee the club's finances.
- Monitoring the Club's financial position and providing monthly reports to the Committee
- Financial forecasts
- Financial Management reconciliation
- Audit requirements

DUTIES AND RESPONSIBILITIES

- Signatory to all financial transactions for Club
- Bank Signatory
- Submit monthly financial reports
- Compile annual budgets in consultation with Committee
- Submit financial statements to AGM (audited if required by the Committee)
- Maintain records of fees and monies received for the club and debtors ledger
- Pay out all funds from Club under Committee instruction
- Report persons indebted or in arrears to the Club Committee
- Co-ordinate capital expenditure priority list and funding applications
- Regatta entries reconciliation and recharges
- Compiles annual budgets in consultation with Committee
- Responsible for receiving and keeping a record of all fees and monies for the club

POSITION DESCRIPTION: SECRETARY

PURPOSE: Chief administration officer for the Club providing a coordinating link between members, Committee and outside agencies.

RESPONSIBLE TO: President/Committee

Focus is on:

- Admin of AGM
- Admin of Committee
- Management of the Clubs membership
- Club Communication and responding to external enquiries

DUTIES & RESPONSIBILITIES

- Maintain membership database
- Ensuring all rowers are current members and personal details are up to date, including contact details and emergency contact details
- Manage the membership listing – providing information to the Treasurer for invoicing purposes, suspending or removing members, etc.
- Process for resigning membership (not accepted until account is settled) and potential refund of subs paid
- Processes for membership to be granted, suspended and revoked, including appeal and review.
- Ensuring that data bases are maintained for departing members so that they can continue to be aware of the club and its activities or decide to retain a closer interest such as but not limited to, taking up an Alumni membership.
- Distribute to members and school age member primary contacts information regarding regattas, newsletters, AGM and any other relevant matters
- Prepare agenda for Committee meetings in consultation with the Club President, call for written reports and distribute documentation according to the Club rules.
- Take minutes of meetings and publish after consultation with the Club President.
- Read, reply to and all incoming correspondence promptly
- Maintain files of legal documents such as constitutions, leases and titles.
- Maintain registers of member's names, addresses, life members and sponsors.
- Call for and receive nominations for committee and other positions for the AGM
- Collate and arrange for printing of the annual report.
- Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.
- Bank Signatory
- Maintain Key and Alarm Fob Register
- Process transfer applications to and from other clubs
- Ensuring any TRC merchandise meets brand guidelines
- Co-ordinating orders, selling and stocktake for merchandise

POSITION DESCRIPTION: CLUB CAPTAIN

PURPOSE: Management of TRC buildings, plant and equipment

RESPONSIBLE TO: Club President

Focus is on:

- Rowing and driving club performance
- Representing the club
- Engaging with rowing squads
- Is a member of the Committee

DUTIES & RESPONSIBILITIES

- Adjudicating any problems that may arise amongst team members, parents, coaches and supporters
- Primary Investigator for any disciplinary matters reported - not specified in Constitution. Will need to be covered in bylaws
- Ensure all athletes conduct themselves appropriately when representing the club
- Co-ordinate annual TRC training camp transportation, regatta transportation and liaison with any Camp Managers
- Deputise for President
- Maintains a positive relationship with the Club President to ensure the regular exchange of information
- Represents the Committee and the organisation to the Bay of Plenty Rowing Association
- Alarm monitor process
- Oversees the management of the shed and plant.
- Responsible for the upkeep and maintenance of the building, rowing plant and equipment, coaching boats, vehicles and entrusted equipment
- Undertake, organise or facilitate all plant repairs
- Keep full records of all maintenance performed on individual boats
- Monitor condition of facilities and arrange for routine maintenance tasks ie: clearing gutters, boat shed working bees, graffiti removal, rubbish bins
- Ensure all equipment is safe, serviceable and appropriately allocated including electronics – Looms, cox boxes and stroke coaches
- Bring to notice of committee any repairs and maintenance required for grounds and buildings
- Colour code upkeep: Boats, seats, riggers, oars
- Lost property
- Rowing plant strategy including replacement, refurbishment, maintenance
- Supply a plan and supervise derigging of all boats prior to loading for transport to and from regattas
- Supervise loading of boats onto trailer checking all equipment is secure and the trailer complies with all relevant statutory regulations in the absence of the Vice Club Captain
- Arrange WOF on boat trailers
- Boat allocation
- Tow Vehicle logistics
- Regatta volunteers?
- Maintaining our building insurance, upkeep & refurbishment, and Cleaning

- Works closely with the Vice Club Captain
- Primary contact for engagement with Harbour Master

POSITION DESCRIPTION: VICE CLUB CAPTAIN

PURPOSE: Management and administration of Club and welfare of athletes at training and competition.

RESPONSIBLE TO: Club Captain

Focus is on:

- Building & equipment maintenance
- Health and Safety practise, policy, incident reporting and safety initiatives
- Engagement with the Harbour Master
- Inducting new coaches
- Regatta H&S requirements (shared with Coaches)
- Safety Boat and First Aid compliance and training

DUTIES & RESPONSIBILITIES

- Ensure welfare and safety requirements of members are met
- Develop, implement and monitor appropriate safety procedures and documentation
- Monitor health and safety compliance on a weekly basis
- Report and make recommendations to Committee
- Ensure vehicles are safely loaded and comply with all relevant statutory regulations and driver of tow vehicle is satisfied that the loaded vehicles are safe and in order before departure.
- Ensure Club is locked alarmed and secure in absence of Coaches if requested (with all light switched off)
- Maintain fuel for coaching boats and ensure compliance with Insurance storage requirements
- Provides a secondary contact for engagement with Harbour Master

GENERAL COMMITTEE MEMBER DRAFT JOB DESCRIPTION

- Disseminate appropriate updates and information to appropriate groups
- Bring any representations and updates from groups to Committee
- Represent groups in discussions and decision making
- Be available to be part of Sub-Committees as required to report back to Committee on relevant matters.