

2025 AGM Available Committee Position Job Descriptions

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: 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 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.