

President

To ensure the club promotes the participation and achievement of its teams. Ensure the club is run efficiently administratively, financially and socially to support all on-field activities.

The President helps the committee prioritise its goals and keeps the committee on track by working within the club's framework. At an operational level, the major function of the President is to facilitate effective committee meetings.

RESPONSIBILITIES:

- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Attend DBQ Presidents meetings as scheduled.
- Manage/Chair committee meetings, club general meetings, and the clubs AGM.
- Discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members in plenty of time.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the portfolio to the membership of the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Be a facilitator for club activities.
- Be available to handle any disputes.
- Liaise with relevant stakeholders.

RELATIONSHIPS:

- The President reports to the club's members and General Committee of the club.
- Supports committee members, coaches and members

ACCOUNTABILITY:

- The President is accountable to the members and General Committee of the club.

The estimated time commitment required as the President is 3-6 hours per week.

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- Possess a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.

Vice President

Deputise or fill in for the president where necessary

Secretary

OBJECTIVE:

The club secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders.

RESPONSIBILITIES:

- Establish a meeting schedule for General and Executive Committees for the current year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate reports from office bearers.
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately.
- Prepare a comprehensive report of all activities of the club for presentation to members at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, DBQ and any other body that has governance. Give advice to the President and committee as required.
- Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the club are current.
- Maintain sponsorship records.
- Notice to DBQ and relevant stakeholders regarding changes to committee members and key contacts.

RELATIONSHIPS:

- President and General Committee.
- Liaises with all team managers, coaches, members and parents

ACCOUNTABILITY:

- The Secretary is accountable to the President and General Committee.

The estimated time commitment required as the Secretary is 2-4 hours per week during the season. This may be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.

DESIRABLE SKILLS:

- Minute taking skills.
- Typing/computer skills.
- Negotiating skills.
- Empathy with varying groups of people.

Treasurer

OBJECTIVE:

To ensure that a financial management and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club.

RESPONSIBILITIES:

- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure all members and coaches do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report monthly to the Executive Committee.
- Arrange invoices for periodical payments.
- Make details of all accounts available to the club committee and members as provided in the Office of Fair Trading Act and Incorporated Associations Act of Qld.
- Organise collection of funds from various events for banking.
- Oversee and seek reports of all other accounts held by sections of the club.
- Ensure all taxation commitments are met by the club.
- Ensure the club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several signatories – two on each club cheque or digital payment.
- Monitor sponsorship funds.
- Attend DBQ financial training session as required.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.

ACCOUNTABILITY:

- The Treasurer is accountable to the President and General Committee.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

The estimated time commitment required as the Treasurer is up to 3 hours per week.

ESSENTIAL SKILLS:

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

DESIRABLE SKILLS:

- Financial accounting experience.
- Negotiating skills.
- Computer skills.

Registrar

OBJECTIVE:

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with DBQ through the Revolutionise database system.

RESPONSIBILITIES:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Liaise with team coaches and members to ensure all membership fees are collected in a timely and efficient manner.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
- Provide membership packages to all members, including life members.
- Ensure life members receive their memberships prior to the commencement of the season.
- Enter crews into DBQ database for any regattas that the club is attending
- Research and recommend accommodation and/or transport for club members travelling to regattas
- Provide all members' details to the Secretary to maintain the club database.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Understand DBQ database and attend any training deemed necessary as required by DBQ.
- Liaise with DBQ as required to keep accurate club contact details (President, Secretary, Treasurer).
- Implement Privacy Act regarding all membership information.
- Check club email address on a daily basis for updated Registration information.
- Process registrations DBQ as required for members.
- Maintain register of member details.

RELATIONSHIPS:

- The Registrar reports to the President, Secretary, Treasurer and General Committee.
- Liaises with DBQ
- Maintains regular relationship with team coaches.

ACCOUNTABILITY:

- The Registrar/Administrator is accountable to the President, Secretary and Treasurer.

The estimated time commitment required as the Registrar/Administrator is up to 3 hours per week. This will be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Computer literate.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Financial skills/knowledge.
- Knowledge of the DBQ database

Committee Member

OBJECTIVE:

Provide support to the President, Secretary and other General Committee members to ensure the efficient operation of the club.

Provide interface between members and the Executive/General Committee

RESPONSIBILITIES:

- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President or General Committee.
- Attend club committee meetings.
- Participate in discussion and decision making of the committee.
- Look after a specific portfolio. (Marketing, Maintenance, Sponsorship, Events etc.)

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaises with various external stakeholders as required.

ACCOUNTABILITY:

- General Committee members are accountable to the President and General Committee.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.
- Report to the committee at meetings.

ESSENTIAL SKILLS:

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Good report writing skills

The estimated time commitment require as a General Committee member is up to 1 hour per week.