

ROLES OF BOARD MEMBERS

President

The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the constitution and completes all legal and compliance obligations.

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

Knowledge

- ☐ To be well informed of all club activities
- ☐ Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- ☐ Strong understanding of the legal and compliance obligations of running the club

Governance

Key governance responsibilities include ensuring the club:

- ☐ Defines and documents its club culture and behaviours and communicates them to members
- ☐ Implements strong financial controls to protect the cash and assets of the clubs
- ☐ Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- ☐ Ensure the health and safety of all club participants
- ☐ Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures

Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a club President including:

- ☐ Setting the agenda for each committee and General meeting, including the club's AGM
- ☐ Chair all committee meetings and the Annual General Meeting
- ☐ Act as a spokesperson for the club and represent it locally, regionally and nationally as required
- ☐ Liaise with all relevant stakeholders/sponsors
- ☐ Ensure board members, team managers and coaches fulfil their responsibilities to the club.
- ☐ Ensure the key stakeholder/sponsor relationships of the club are maintained and nurtured

Secretary

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

The Secretary is responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, etc). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

Meetings

- ☐ In conjunction with the President, schedule all Board meetings and General meetings (including the Annual General Meeting) as early as possible
- ☐ Take the meeting Minutes of each Board and General meeting, circulating them within 4 days of the meeting to relevant people

- ☐ If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club constitution are met
- ☐ Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

Communication

- ☐ Handle all general club correspondence, responding to any correspondence as required or forwarding to relevant committee member
- ☐ Be the clubs point of contact for key stakeholders including, local council, local association and peak sports bodies
- ☐ Maintain a register of the latest version of all club documentation including but not limited to the Club Regulations, all policies and procedures, by laws, coach and member development plans etc.

Treasurer

The Treasurer is responsible for ensuring the Board is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the Board, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

- ☐ Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets
- ☐ Provide a list of payments and income for the previous month to the Board each meeting

Protect the club's assets, cash and the volunteers who manage them

- ☐ Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- ☐ Control the club bank account(s), ensuring only those authorised are bank account signatories
- ☐ Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- ☐ Ensure as much revenue as possible is collected using online payments
- ☐ Ensure all approved expenditure is paid when it falls due
- ☐ Ensure all moneys due to the club are collected

Financial reporting

- ☐ Where an audit or review is required, ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- ☐ Produce the financial report to members to be presented at the Annual General Meeting
- ☐ Undertake all legislatively required reporting and submissions



Other Roles of Board Members include:

- Social co-ordinator
- Maintenance of boat/trailer & equipment
- Uniforms
- Fundraising
- Membership / contact lists
- Publicity / Media Liason
- Lower Clarence Sports Committee rep
- Grant submissions
- New shed