



Stemming from approaches from members asking for 'job descriptions' in considering accepting a nomination for a position, this document was initially compiled on 2/10/2021 by the sub-committee formed to consider the constitution and recommend updates. Persons involved include: Brett Bramble, Club Captain (& Acting President) / Recorder; Lawrie Brunello, Secretary / Membership Officer / Publicity Officer and Brian Farrelly, Assistant Treasurer.

## ROLES & DESCRIPTIONS

### COMMITTEE

While responsibilities, duties & tasks may be allocated to members of the Committee, it is the Committee that is ultimately responsible for the completion of those duties & tasks.

### CHAIRPERSON (typically the President by default)

- The Chairperson's role is to run meetings in a way that allows fair and open discussion of matters on the agenda and encourages decisions.
- The Chairperson should remain impartial and not interrupt a speaker unnecessarily if the speaker has the floor and is following the rules of the group.
- Adopt the goal of being reasonably in-line with generally accepted meeting procedures and related practices and if there is any doubt or conjecture, as much as practical, adopt 'Robert's Rules of Orders' as recently authored by Henry M Robert III and any co-authors.
- Ensure proper notice was given and an agenda provided.
- Check (and usually signing) the minutes of previous meetings.
- Receive motions, putting them to the vote, declaring the result and ensure everyone understands what the decisions are.

### RETURNING OFFICER

- To declare all Office-Bearer Positions Vacant at an AGM when called upon by the Chairperson or meeting and conduct the Election of Office-Bearers.

### PRESIDENT

- To overview the management and administrative operations of the Club and to provide leadership and support to all Committee Members and Club Members.
- To represent the Club at official and public occasions.
- To be Chairperson for all committee meetings and general meetings.
- To compile a President's Report for all members in advance of the AGM and present that at the AGM.
- To be the main person responsible for meeting reporting obligations to Castle Hill RSL Club Ltd (Parent Club) and its Sports Council.
- To attend Sports Council meetings (or arrange a delegate on their behalf) and co-ordinate at least one other committee member to attend whenever possible.
- To foster a climate of enthusiasm, openness and concern. Nurture, coach, delegate, follow up, congratulate and listen. Work alongside committee members to help them achieve their goals and tasks and monitor their responsibilities & activities.
- To be a backup for the role of Secretary in preparing and circulating meeting agendas if ever required.
- Ensure each club meeting is well planned and organised, flows smoothly, ends on time, and that each member has fun and experiences fellowship.
- Prepare the Club Captain (Vice-President) to preside in your absence.
- Evaluate club meetings & attendance, operations & activities, input from committee members and work towards continuous improvement and sustainability of the Club.
- To check all significant correspondence from and to the Club/Committee is safely and systematically stored and accessible to Committee Members and the Parent Club if ever requested.
- Ensure the club calendar is available to members and up to date.



## **CLUB CAPTAIN (Vice-President)**

- To be the main committee liaison for fishing divisional captains, trip captains & recorder.
- To receive input from, communicate and liaise with, members on fishing related matters.
- To regularly check on the Club Calendar in relation to fishing activities and awarding of trophies and update as required.
- To assist with presentation events and awarding of fishing trophies.
- As Vice-Captain, to perform the role of Acting President whenever the position is vacant or the President is unable to carry out their role.
- To liaise with, and be a liaison for, the President, Secretary & Treasurer for urgent matters outside of committee meetings.
- To compile a Club Captain's Report for all members in advance of the AGM and present that at the AGM.

## **SECRETARY**

The role of Secretary is a pivotal one in that they are to ensure proceedings are not inconsistent with the Club's Constitution whilst working in tandem with the President, Chairperson, Membership Officer and other committee members as well as the Returning Officer.

### Meetings

- The Secretary is the main person responsible for planning & coordinating club meetings including scheduling and announcing plus preparing agendas in consultation with the President / Chairperson.
- Take minutes and circulate to Committee Members within 2 weeks where possible.
- Follow-up with relevant parties on key, official actions arising from meetings.
- Handling club insurance and related paperwork (including filing of injury claims).
- To be the main checkpoint to help ensure meetings procedures are not inconsistent with the Club's Constitution (including quorums and election procedures).
- To adopt the goal of being reasonably in-line with meeting procedures and related practices as in 'Robert's Rules of Orders' as recently authored by Henry M Robert III and any co-authors and be a 'check-point' if ever required.

### Club Correspondence & Communications

- Initiate and respond to all significant correspondence (mainly of an official/governance/general nature) to and from the Club/Committee, bearing in mind any provisions for other office-bearers to communicate in relation to their roles including but not limited to the Club Captain in relation to fishing matters, Membership Officer, Media Officer, Recorder and Social Secretary.
- Ensure all significant correspondence (mainly of an official nature) to and from the Club/Committee is safely and systematically stored and accessible to Committee Members and the Parent Club if ever requested.

### General Administration

- Be the main person responsible for overseeing the Membership Officer in their role and the accurate and timely keeping and reporting of the Membership Register.
- Keep an accurate record of member contact details, committee members and third parties.
- Process club insurance and related paperwork.
- Maintain appropriate records of membership, communication, and club documents such as the constitution and By-Laws.
- Advise members in conjunction with the divisional captains any legislative changes issued by the Department of Primary Industries (DPI).
- Assist the Chairman in strategic planning of ongoing club development.



## TREASURER

The role of Treasurer is not to create revenue but to provide support to the committee so they can manage the financial affairs of the club. It is also to provide the committee with all the financial information it requires to ensure the financial sustainability of the club.

### Duties

- Provide timely information to the committee. To provide a Treasurer's Report to the Committee at least quarterly ahead of the next committee meeting and present that at the committee meeting.
- Ensure the annual audit of the financial records are completed in time for financial reports to be presented to members at the Annual General Meeting. To be responsible for the end-of-year financial audit & reporting to committee, parent club and members.
- Provide timely financial information to the Club Membership, mainly financial report for the AGM.
- Prepare budgets and projections:
  - At the start of a new term, to circulate any budget documents to the new incoming committee members as soon as practical after their appointment and seek ratification of budgetary considerations from the incoming committee.
  - Towards the end of term, to prepare a budget ahead of the new financial year and circulate that to the committee prior to their last scheduled committee meeting of the financial year and recommend that budget for adopting.
- Implement cash management procedures.
- To co-ordinate & update bank accounts as endorsed by the committee, including updating new signatories.
- Oversee or undertake the financial transactions and reconciliations of the club including:
  - Pay approved expenditure. To be an authorised person/signatory with any 2 authorised persons to act on bank and trust accounts.
  - Collect all monies due.
  - Bank account reconciliations.
- Record and report on the actual transactions.
- Liaise with Parent RSL Club on financial matters.

## MEMBERSHIP OFFICER

- To receive & process new membership applications, renewals and change of details of existing members and maintain the Membership Register in consultation with the Secretary.
- To provide the Committee with a copy of the Membership Register at least quarterly, and at least a few days before each quarterly committee meeting & general meeting, plus a final end-of-year Membership Register to the Secretary within 2 weeks of year end for the Secretary to audit and finalise then forward to the Committee and Parent Club/Sport Council within a month of year end.
- To help co-ordinate other membership matters such as renewal advices, membership forms and methods for payment of member subscriptions.

## RECORDER

- To receive all point scores, update the points tally and provide members with an update of point scores at least bi-monthly.
- To oversee the return of any perpetual trophies well before each year end, liaising with relevant members accordingly.
- To finalise point scores at each year end and provide a list of trophy winners to the Committee and engraver and affix on trophies.
- To help with awarding of trophies.



## **SOCIAL SECRETARY**

- To make recommendations to the Committee about Social Events (including Presentation Night, Christmas Functions & other social events, including fixing dates & times, venues & budgets.
- To co-ordinate Social Events including liaising with venues to set menus and obtain bookings, suppliers, members and enrolling helpers and any delegation.
- To help support raffles and fundraising as time permits.

## **COMMUNICATIONS OFFICER (Media, Publicity)**

- Lead internal communications to members (other than official/governance communications handled by the Secretary).
- Lead external communications to the public and/or prospective members in consultation with the President, Club Captain & Membership Officer.

## **DIVISIONAL CAPTAINS**

- Arrange divisional fishing trips in accordance with the Constitution (including By-Laws) and advertise the fishing trips in the Club Calendar.
- Co-ordinate, attend and be the main liaison for fishing trips whenever possible, otherwise assign a Trip Captain as a substitute.
- Record attendance and catches of Members and ensure results are submitted to the Recorder ordinarily within 48 hours of a trip.
- Prepare budgets for major trips (where applicable).

**END**