



# Committee Roles

The Committee shall consist of the following portfolios with the associated attributes and duties:

## 1.1 The President

The President shall report to Members. They shall provide the principal leadership and responsibility for the Club and the Committee.

### Attributes:

The President should:

- be well informed of all Club activities and able to provide oversight;
- be a good role model and a positive image for the Club in representing the Committee in other forums;
- be enthusiastic with a good knowledge of the sport and the Club;
- have a good working knowledge of the Constitution and Rules, and the roles of the Committee Members;
- be able to develop good relationships internally and externally;
- be forward thinking and committed to meeting the overall goals of the Club;
- work collaboratively with other Committee Members and motivate a volunteer workforce;
- be well organised and able to delegate;
- be approachable, a good listener and attuned to the interests of members and other interest groups;
- be a competent public speaker; and
- be accountable to the Committee and Members,

### Duties:

- Chair and control Committee meetings to ensure they run efficiently and effectively;
- act as signatory for the Club for all legal and financial purposes;
- Regularly focus the Committee's attention on matters of Club governance and what is in the best interests of all Members;
- Work with the Committee to achieve the Objects of the Club and develop and implement strategic plans;
- Maintain the timeline of Club activities to ensure they are completed on time;
- Periodically consult with the Committee Members on their role, how they are managing the responsibilities of their portfolio, and help them to optimise their contribution;
- Serve as Club spokesperson for the Club as required; and
- Assist in the development of partnerships with sponsors, funding agencies, local government, associations and organisations that are relevant to the goals of the Club.

## 1.2 The Vice President

The Vice President shall report to the President and Members. They shall shadow the President in providing leadership and responsibility for the Club and the Committee and to step into the President's role as required.

### **Attributes:**

The Vice President should:

- be willing and able to step in for the President as required;
- be well informed of all Club activities and able to provide oversight;
- be a good role model and a positive image for the Club in representing the Committee in other forums;
- have a good working knowledge of the Constitution, Rules and duties of the Committee Members;
- be able to develop good relationships internally and externally;
- be comfortable raising concerns with the President as necessary;
- be approachable, a good listener and attuned to the interests of members and other interest groups; and
- be a competent public speaker.

### **Duties:**

- Act as the President in the event they are unable to fulfill their duties;
- In the absence of the President, chair and control Committee meetings to ensure they run efficiently and effectively;
- Act as signatory for the Club for legal and financial purposes;
- Book and manage the Club's field contract for pre-season and seasonal training;
- Act as the Association Delegate if she is unavailable;
- Ensure all incident forms lodged are recorded and archived;
- Represent the Club at meetings and forums as agreed with the President and/or Committee;
- Draft, prepare and distribute monthly newsletters and weekly updates; and
- Other duties as nominated by the President and/or Committee.

## 1.3 The Treasurer

The Treasurer shall report to the President and Members. They shall be responsible for the financial supervision of the Club to allow the Committee to provide good governance.

### **Attributes:**

The Treasurer should:

- be able to maintain accurate financial records and work in a logical, orderly manner;

- have some financial experience, such as producing accounts;
- be aware of the rules and legislation surrounding Club finances;
- be reliable, honest and trustworthy;
- have good communication skills; and
- have working knowledge of relevant computer systems, such as online banking and Microsoft Excel.

**Duties:**

- Prepare a budget in consultation with the Committee at the start of the year;
- Act as signatory for the Club for financial purposes;
- Administer all financial affairs of the Club, including receipt of monies, payment of accounts, and writing cheques;
- Provide written and verbal reports to the Committee in respect of accounts and any major expenditure at every meeting;
- Monitor the budget throughout the year, tracking actuals against predicted;
- Ensure that funds are used appropriately and in accordance with the mandate of Members;
- Prepare end of year financial statements to present at the Annual General Meeting;
- Ensure the Club is meeting legal and regulatory obligations regarding the Club finances;
- Support any required auditing processes; and
- Other duties as nominated by the President and/or Committee.

## 1.4 The Secretary

The Secretary shall report to the President and Members. They shall ensure the smooth running of Club administrative matters and manage internal and external communication on behalf of the Club.

**Attributes:**

The Secretary & Communication Coordinator should:

- be highly organised and efficient;
- have excellent communication skills and the ability to take minutes and write compelling newsletter and social media copy;
- have computer skills, including knowledge of Microsoft Word and Excel;
- have a good working knowledge of the Constitution and Rules, plus an understanding of the governance requirements;
- be able to develop good relationships internally and externally; and
- have access to a computer with internet access and Microsoft Office (or equivalent) and Photoshop (desirable).

**Duties:**

- Organise meeting times and locations that enable at least 4 Committee Members to attend, including a quorum of the Committee;
- Source agenda items from Committee Members, prepare the agenda and circulate with previous meeting minutes at least four (4) days prior to meeting;
- Take minutes during meeting to accurately capture decision making processes and action items, and distribute minutes to Committee Members within three (3) days of the meeting;
- Follow up with Committee Members about their action items between meetings
- Maintain the Club's membership to organisations, such as Team Sydney;
- Ensure that the records of the Club are maintained as required by legislation and made available when required by authorised persons;
- Familiarise himself with all current Club documents to note applicability during meetings;
- Ensure that proper notice is given of Committee and General Meetings as specified in the Rules;
- Prepare a communication timeline in collaboration with President and Committee;
- Manage the Club's social media presences (Facebook, Twitter, Website);
- Manage the Clubs online presence in MailChimp, Eventbrite, MyClubmate and others as deemed necessary by the committee from time to time;
- Be the first point of contact for enquiries, and distribute to other Committee Members as required;
- Prepare media releases and develop relationships with media to maximise coverage for the Club;
- Prepare surveys as required;
- Maintain the website and request assistance as required;
- Provide advice to the President and Committee about effective communication; and
- Other duties as nominated by the President and/or Committee.

## 1.5 The Sponsorship & Fundraising Officer

The Fundraising and Sponsorship Coordinator reports to the President and the Members. They shall develop relationships with external organisations to raise funds, and boost the Club's links and profile within the GLBTQI community.

**Attributes:**

The Fundraising and Events Officer should:

- be highly organised and efficient;
- have excellent communication skills;
- have experience or willingness to learn how to write grant applications;
- have good computer skills;

- be able to develop good relationships internally and externally; and
- have access to a computer with internet access and Microsoft Office (or equivalent).

**Duties:**

- Develop a list of potential sponsors in collaboration with the President and Committee;
- Prepare sponsorship proposals and liaise with potential sponsors;
- Source possible grant opportunities and maintain list of applicable grants;
- Draft grant applications;
- Identify potential community partners and work closely with the President to develop relationships;
- Maintain regular contact with partner organisations and sponsors to ensure good ongoing relationships;
- Prepare reports for sponsors and grant administrators to show accountable use of funds; and
- Draft, prepare and distribute monthly newsletters and weekly updates;
- Other duties as nominated by the President and/or Committee.

## **2.0 NON-EXECUTIVE ROLES**

### **2.1 The Public Officer**

The Public Officer shall report to the President and Members. The Public Officer is the official point of contact for an incorporated association and one of the authorised signatories of the Club.

**Attributes:**

- They must be over 18 years of age and reside in New South Wales. An association's incorporation may be cancelled if the Public Officer does not comply with these requirements;
- Have a good working knowledge of the Constitution, Rules, Regulations, Policies and the duties of the Committee Members;
- Understand the applicable Laws, Rules and Regulations relevant to incorporated Associations in New South Wales, including a working understanding of the applicable parts of the *Associations Incorporation Act (NSW) 2009*, *Associations Incorporation Regulation (NSW) 2010*, *Australian Consumer Law (Cth) 2011* and the *Corporations Act (Cth) 2001*;
- Understand the operative mechanisms of NSW Fair Trading, including their financial reporting requirements in relation to Associations;
- be able to develop relationships within the Membership of the Club, Committee and externally;
- Understand the operation limitations of an incorporated association, potential regulatory/legal risks to the Club and provide the Committee with recommendations as to how best to safeguard the Club's rights;
- be able to problem solve issues referred to the Public Officer by the Committee, devise resolutions to resolve them and present those to the Committee in a timely manner;

- be capable of raising issues and problems identified, within the Club, with the President and the Committee as necessary and in a timely manner;
- be approachable, a good listener and understand the interests of the Club Members, other stakeholders and interest groups;
- be able to draft and/or settle appropriate public documents on behalf of the Club, including media releases and other correspondence;
- Possess good negotiation skills; and
- be a confident public speaker.

#### **Duties:**

- Acting as the official point of contact for the Club and one of the authorised signatories (not including in relation to the SRFC bank account);
- Notify the NSW Fair Trading of any change in the Club's official address within 28 days;
- Collecting all Club documents from former committee members, maintaining records of the Club as required and delivering the necessary official documents to new Committee members;
- Acting as the official contact for the Club, including taking delivery of documents served and bringing them to the attention of the Committee as soon as possible;
- Preparing the financial reporting documents and Notice's as required by NSW Fair Trading, obtain the Committee's approval to file those documents and Notice's, attending to filing those documents and Notice's and maintaining filed copies on behalf of the Club;
- Assist the Secretary prepare any official Club forms, as requested from time to time, including but not limited to the Notice of Annual General Meeting (AGM), any proposed Resolutions, Proxy Form and/or Injury Waiver and Disclosure forms and/or amendments to the Constitution;
- Draft and/or settle appropriate public documents on behalf of the Club, including media releases and other correspondence;
- Maintain an up to date copy of the Constitution;
- Maintain custody of any documents as required by the Constitution;
- Negotiate the insurance requirements of the Club with its insurance brokers and present insurance options to the Committee for consideration, thereafter enter into policies of insurance on behalf of the Club, as directed by the Committee, from time to time;
- Establish and maintain a register of Members, which specifies the name and address of each person who is a member of the Club together with the date on which the person became a member and the class of membership to which they belong;
- Draft any Privacy Policy on behalf of the Club, as required by applicable Law; and
- Attend meetings of the Committee and make representations to the Committee, from time to time.