

## COMMITTEE MEMBER ROLES



### Role Description - President

The role of the President is to provide the principal leadership and responsibility for the organisation and the Committee.

#### **Specific duties include but are not limited to:**

1. Chair Committee meetings ensuring that they are run efficiently and effectively.
2. Act as a signatory for the Club in all legal purposes and financial purposes.
3. Regularly focus the Committee's attention on matters of Club governance that relate to its own structure and role.
4. Consult with members, governing agencies and affiliated organisations on a regular basis.
5. Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution.
6. Work with the Committee to ensure that the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required.
7. Always serve as a spokesperson for the Club.
8. Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.

### Role Description – Vice President

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

#### **Specific duties include but are not limited to:**

1. In the event of the President being unable to fulfill his/her duties to step into that role
2. In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
3. Be an alternate signatory for the Club for legal purposes and financial purposes
4. Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
5. Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
6. Represent the Club at meetings and forums as agreed with by the President
7. Other duties as nominated by the President and / or Committee

### Role Description – Secretary

The Secretary should:

- be organised
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

## COMMITTEE MEMBER ROLES



### Administrative roles include:

- Maintain committee and club records
- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so
- Develop meeting agendas in consultation with other Committee members and distribute prior to the meeting
- Be familiar with all current Club documents
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- Ensure that official records are maintained of members of the Club and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and Club meetings as specified in the rules
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

### Role Description – Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Club members.

### Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings
- Arrange and despatch invoices for periodical payment

## COMMITTEE MEMBER ROLES

- Issue yearly or ½ yearly membership fee
- Keep accurate record of all membership payments
- Be a signatory on club account

### Role Description - General Committee Member

General committee members should have:

- a commitment to the club
- sufficient time to devote to the Committee
- an understanding of the role of the Committee and their role within it
- leadership skills and willingness to accept responsibility
- listening skills
- the ability to use the technology the club uses to communicate to its members

It is important that the Committee is made up of people with a range of skills and expertise to support the broad range of governance and development needs of the club.

Members of the General Committee of VHH take leadership roles in the following areas – sponsorship coordination and management; producing the Club's magazines and calendar; managing the Club's social media pages; managing the website; organising and attending events, fundraising and always advocating for the club.