



## **COMMITTEE ROLES AND RESPONSIBILITIES**

### **President**

The President of the Club acts as Chair and Chief Officer of the Club and is the face of the Club to the outside world.

#### **Roles and Responsibilities**

1. Presides at all meetings of the Club and at all other meetings at which his or her attendance may be required and sees that the business is conducted in a proper manner, and in the event of an equality of votes, gives a casting vote.
2. Directs the activities of the Committee towards Club goals and objectives including the development and maintenance of the Club's Strategic Plan.
3. Appoints replacement Committee members to vacant positions, subject to the Committee's approval.
4. Ensures that incoming Committee Members are formally and adequately briefed on the Club Constitution, Bylaws, Handbook and Strategic Plan prior to each Committee member's first Committee Meeting.
5. Represents the Club, or appoints an appropriate alternative, for Brisbane Swimming or Swimming Queensland meetings as required and at all Club events.
6. Maintains and delivers all permanent records to the position successor.

### **Vice President**

The Vice-President stands in for the President.

#### **Roles and Responsibilities**

1. Provides assistance to the President in the discharge of his or her responsibilities on an as required basis and acts in that role whenever the President is unavailable.
2. Shall become President if that office becomes vacant.

## **Treasurer**

Responsible for all financial matters of the Club. In general this will require collection of debts, reconciling and monitoring accounts and reporting and managing the overall financial position of the Club.

### **Roles & Responsibilities:**

1. Manages all Club financial transactions, including the collection of all membership dues and the payment of all Club bills in accordance with Committee directives.
2. Maintains a permanent file of the financial business of the Club. Establishes and maintains all required Club bank accounts and/or similar financial transactions, arranging for officer signatures as required.
3. Maintains any usernames, passwords and PIN numbers for phone and Internet banking.
4. Submits all tax related filings as required. Develops an annual operating budget for adoption by the Committee at the start of each Club year.
5. Develops an annual financial statement of the activities of the Club and provides this to the Committee for presentation at the Annual General Meeting each year.
6. Prepares and presents monthly financial statements at each monthly Committee Meeting.
7. Maintains an inventory and stock of any goods held by the Club and duly reports on them at the Annual General Meeting.

## **Secretary**

The Secretary supports the Committee by maintaining the records of the Committee and liaising with Committee members in dealing with external entities.

### **Roles & Responsibilities:**

1. Maintains and archives all documentation attached to Committee papers and/or deemed to be required in Club records by the Committee;
2. Conducts internal and external correspondence of Club, liaising with the President and Committee as required;
3. Maintains and archives official files - including copies of the Constitution, Bylaws, Handbook, legal agreements with other entities, Incorporation documentation, and the Club Strategic Plan;
4. Monitors that the Club operates in accordance with its Constitution and legal obligations;
5. Maintains and distributes Committee contact details in a timely manner;
6. Collects external correspondence from the Post Office and distributes it accordingly.

## **Registrar**

The Registrar is responsible for maintaining membership records of all club members as required by the Club and Swimming Queensland.

### **Roles & Responsibilities**

1. Administers all club membership records.
2. The Registrar is the nominated authority to access 'Clubs-On-Line' or any other registration system as dictated by Swimming Queensland

## **Race Secretary**

Administers the collation and submission of meet entries for all swim meets in accordance with host club/regional/state and national association requirements.

### **Roles & Responsibilities**

1. Maintains club swimming Team Manager database.

## **Uniform/Merchandise Coordinator**

Coordinates the ordering, supply and delivery of club uniforms, swimwear and other merchandise.

## **General Committee Member**

Has an interest in assisting with the running of club activities and general business including swim meets, club nights, club championships and other tasks as they arise.