

Knox Gymnastics Club

Committee Position Descriptions.

The Committee is responsible to manage the club on behalf of the members which includes:

- Planning future directions
- Developing policies and procedures
- Communicating with members, management and responding to feedback
- Developing and managing internal and external relationships
- Obtaining resources and ensuring that all financial and legal matters are properly managed
- Ensuring that all members of the Committee act as leadership role models
- Making decisions that are in the best interest of the club and not for individual gain.

President

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

Desirable Attributes:

The President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a competent public speaker

Specific duties include but are not limited to:

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes and financial purposes
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship
- Ensure the club operates within its constitution and laws
- Work with the Committee to ensure:
 1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.

- Work with club the management to support where needed, any paid employees of the Club including recruitment, retention, salary and performance reviews, etc.
- Serve as a spokesperson for the Club when required.
- Communicate regularly and systematically with the Presidents of the member Clubs, association and or parent body
- 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.

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.

Desirable Attributes:

The Vice President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the President where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a competent public speaker
- be able to raise concerns with the President where they arise

Specific duties include but are not limited to:

1. In the event of the President being unable to fulfil 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

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: Financial reporting, Banking, book keeping and record keeping.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

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
- Ensure accurate records of all income and expenditure are kept
- Present Monthly financial reports at monthly committee meetings
- Be a signatory on club account

Secretary

The role of the **Secretary** is to support the Chair in ensuring the smooth functioning of the Management **Committee**. In summary, the **Secretary** is responsible for: Ensuring meetings are effectively organised and minuted. Maintaining effective records and administration.

Desirable Attributes:

The Secretary should:

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

Specific duties include but are not limited to:

- 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
- Receive and report on correspondence in and out of the club
- 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

General Committee Positions as a Whole

A Committee should operate as a team, draw on the skills and talents of each member, and work toward common goals to ensure the club's success. Effective Committee members should have:

- a commitment to the club
- sufficient time to devote to the committee
- Attend committee meetings
- Engage where needed on sub-committees
- 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