TOWNSVILLE NORTH STAR
ATHLETICS CLUB

President Role

The President sets the overall AGM agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsibilities and Duties

- Manage committee and/ or executive meetings-Pres, Vice president, Secretary, Treasurer & Register
- Manage the AGM
- Represent the club at local, state and national levels
- Act as facilitator for club/ group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Lead the culture and purpose of the club.

Knowledge and Skills required

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees
- Is a supported leader for all organisations members.

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Vice President Role

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.

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 good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)
- 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 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

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Secretary Role

The secretary is the key administration officer of the club. This person provides the links between members, the club executive committee and outside agencies (such as other clubs and organisations).

The secretary is often the first point of contact for people interested in the club who needs information or details about activities. The secretary also helps in co-ordinating club events such as meeting schedules/agendas, newsletters, facebook, photographs, working bees and fundraising activities and functions with the assistance of the Assistant Secretary.

Core Responsibilities

- Mail/ email/ correspondence – inward/ outward
- Meeting procedure (minutes)
- Communication and public relations – inward/ outward
- Record maintenance and filing systems
- Word processing
- Administration supplies/equipment/keys
- Working with Treasurer payments/ invoices/ correspondence
- Administration duties

Additional Responsibilities

- Managing/ supervising other volunteers
- Arranging functions
- Supporting club events / activities
- Other activities as appropriate to skill and interests

Knowledge and Skills required

- Well organised
- Task and Time efficient
- Good communicator, telephone skills
- Understanding of office systems and procedures
- Decision making and delegation
- Management and supervision of volunteers
- Be tactful and discretion
- Good understanding and knowledge of the organisation and its activities
- Problem solver and positive thinker

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Assistant Secretary Role

To provide assistance to the Secretary as determined by the Secretary.

- Assist the Secretary with Facebook page, emails, website as well as in conjunction with the club President.
- Assisting the Secretary if the Secretary is away
- Duties may include checking mail, taking and writing minutes, emails

Treasurer Role

The Treasurer is accountable for all organisational financial management. The treasurer is accountable to the committee. Separation of power and conflict of interests are important concepts in this regard. In order to minimise the risk of errors, misuse of funds or fraudulent activities, all financial transactions (e.g. receipting cash and making payments/cheques) should pass through two parties within the club. Importantly, the two parties should not be involved in a close interpersonal relationship which might increase the risk of misuse of funds. The constitution normally sets out the financial year for the club. At the end of the club's season the treasurer gets the accounts in order and have them audited in time for presentation at the AGM, if not a Bridging Report is given and the audited report is then delivered ASAP when finalized with the auditor.

Responsibilities and Duties

- Ensure that adequate accounts and records exist regarding the organisation's financial transactions including accurate and up-to-date records of all income, grants and expenditure.
- Co-ordinate the preparation of a budget and monitor it carefully
- Issue receipts, EFTPOS receipts and promptly deposit all monies received in the organisation's bank account.
- Make all approved payments and invoice groups/members promptly
- Act as the signatory and administrator to the organisation's bank accounts, cheques, term deposits with at least one other management committee member.
- Manage the clubs cash flow and be accountable for the organisation's floats.
- Negotiate with the bank where required by the committee.

- Prepare financial accounts for an annual audit and provide the auditor with information as required.
- Prepare an annual financial report
- Prepare monthly committee financial report.
- Ensure all Invoices are legal and passed before purchase have been made at committee meetings before payments. (Except for working bees, office supplies, regular ongoing monthly bills and insurances)
- Record keeping of Grants, Approval letters, their amounts, spending invoices and Project Acquittal Reports completed signed by treasurer and President/ vice president and the treasurer is named the contact person so records are not lost or misused.

Knowledge and Skills required

- Honesty and integrity
- Good organisational skills
- Good at making decisions
- An ability to allocate regular time periods to maintain the books and ability to keep good records.
- An awareness of procedures for handling cash, cheques and other financial transactions
- A willingness to learn new skills

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Registrar Role

The Registers are responsible for organising and managing registration of all members, ensuring registration forms are prepared and include all information needed to be obtained well in advance of sign on day. Process all completed registration forms, Accept payments.

Responsibility and Duties

- Record of all Birth Certificates
- Keeping records of registration forms
- Entering registrations into RevSport and Team Manager
- Oversee completion of Registration Forms ensuring email, Phone, and Birth Certificates or filled in before acceptance of forms. – NO REG NUMBERS TO BE GIVEN OUT WITHOUT BIRTH CERTIFICATES OR EMAIL ADDRESS.
- Participate in Money Collection – collect money, write receipts, recording details of money collected and check balances against written receipts
- Enter Athlete Registration Details into Team Manager and Revsport – Athletes only not volunteers

Knowledge and Skills required

- Well organised
- Task and Time efficient
- Good communicator, telephone skills
- Record keeping
- Computer skills

Assistant Registrar Role

To provide assistance to the Registrar as determined by the Registrar.

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Uniform Co-Ordinator

The Uniform co-ordinator is responsible for the management of the clubs Uniforms and other merchandise sales.

Responsibilities and Duties

- Responsible for the purchasing and maintenance of Uniform and merchandise stock
- Liaising with suppliers and volunteers as required
- Liaising with club disciplines that have specific Uniform requirements
- Annual stock take for audit purposes
- Determine Uniform sales hours and volunteers
- Keep records of stock sales and sizes.

Knowledge and Skills required

- Ability to organise and delegate tasks
- Understanding of budget compliance
- Communicate effectively and possess good interpersonal kills
- Maintain confidentiality on relevant matters
- Record keeping

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Role of the Committee as a Whole

The Committee is responsible to manage the club on behalf of the members.

The specific tasks required of Committee members vary from club to club according to the club's plan and the attributes of the volunteers. 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.

Responsibilities and Duties

- Planning future directions
- Developing policies and procedures
- Carrying out recommendations of members
- Regularly communicating with members and responding to feedback
- Developing and managing external relationships
- Obtaining resources and ensuring that all financial and legal matters are properly managed
- Planning succession and conducting induction to newly elected Committee members
- 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.

You as a Committee Member

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