

2009 Roles and duties of the NUBC Executive

PRESIDENT	1
TREASURER	3
ASSISTANT TREASURER	7
BOAT CAPTAIN	9
SPONSORSHIP LIAISON OFFICER	11
REGATTA ORGANISER/COORDINATOR	12
UNIFORM COORDINATOR	13
SOCIAL CO-ORDINATOR	14
CREW TRAINER	15
RESPONSIBILITY OF THE CLUB COMMITTEE	16

President

The key role of the president is to ensure the club operates effectively and efficiently. It is most important for presidents to ensure that members of their club committees are all carrying out their duties fully, rather than trying to undertake these tasks themselves. Where members of the committee are failing in their duties, it is the responsibility of the president to counsel the committee member and if the person continues to fail in their duties to ask him/her to stand down and let the position be filled by someone who will better fill the role.

As the chairperson for club meetings, the president should be well versed in the rules of the club constitution and in the standing order for the conduct of meetings. The President:

- Provides the club with leadership and direction
- Acts as a spokesperson for the club and represents the club in dealings with other organisations. Usually represents the club at official functions to which the club has been invited
- Is responsible for ensuring policies of the club and the decisions of its committee in general are implemented.
- Oversees and coordinates the activities of the club and the performance of other office bearers
- Involves as many members as possible in the decision making process of the club.
- Is responsible for ensuring the club has a vision and plan for the future
- Chairs meetings of the club
- Checks to see that all records from the previous committee have been passed on to the new club committee

Secretary

The secretary is the key administrative officer of the club being responsible for ensuring that appropriate administration procedures are in place, records are being kept and the machinery necessary for successful operation of the club is effective and up to date. The secretary is the custodian of all club records (other than financial records) including constitution, rules, procedures, minutes of meetings and correspondence. The secretary should be fully aware of all club rules and ensure the club complies with legal obligations.

Duties:

- Prepares agendas for meetings in consultation with the chairperson (president) and ensures that all documentation for meetings is received from other office bearers and forwarded the agenda.
- Circulates the notice of meetings (which must include the agenda) setting out the date, time and place for the meeting.
- Takes minutes of proceedings and the names of all members present at all club meetings; the final draft is checked by the meeting chairperson and distributed to all committee members and files copies of all minutes.
- Convenes meetings of the club as required by the constitution
- Files and answers correspondence received by the club and keeps copies of replies
- Carries out any admin work required by the committee
- Ensures the activities of the club are adequately publicised
- Registers competitive members with NSWRA and handles the entries in regattas
- Ensures that club records are handed over to the incoming secretary
- Checks and maintains the club's email account (NewcastleUniBoatClub@gmail.com)

Treasurer

The treasurer is the clubs senior finance officer and is responsible for the oversight of all financial operations including payments of accounts and in particular for the ensuring that proper procedures are in place for the collection and banking of monies and recording all club financial transactions. The treasurer must know precisely and be able to explain and provide evidence to the club committee and to the club membership, regarding all club income and expenditure.

Role:

- Oversee the financial affairs of the club
- Ensure that all money due to the club is collected and that receipts are issued for all money received
- Ensure that all payments authorised by the committee are paid
- Signs (in conjunction with another committee signatory) all cheques issued by the club
- Keep accurate records of all receipts and payments
- Bank all money received on a regular basis
- Keep the membership list up to date in liaison with the secretary
- Table a financial statement at committee meetings at least once every two months (monthly presentation is recommended)
- Present an audited report detailing the financial position of the club at the AGM
- Ensures the collection and transfer of monies by other club members is properly recorded
- Ensures all club financial records are passed on to the incoming club treasurer
- Contacts NUsport if there is a doubt about any matter affecting the clubs financial affairs

Duties:

1. Receiving Monies
 - 1.1. Collect all monies due. All monies collected by club officials should be handed to the treasurer
 - 1.2. Issue a club receipt for every amount received by the club and ensure all details are complete (receipt books available from NUsport office)
 - 1.2.1. Date of receipt
 - 1.2.2. Name of player
 - 1.2.3. Reason for payment to club

1.2.4. Amount

1.3. Bank all monies intact as soon as possible (do not pay accounts direct from collected cash). Pay accounts by cheque.

1.4. Enter (as soon as possible) from receipt book into the cash book:

1.4.1. Date of receipt

1.4.2. Name of person or organization from whom money was received

1.4.3. Reason for payment to club

1.4.4. Receipt number

1.4.5. Amount

2. Payments

From cheque book:

2.1. Prepare all accounts to the club committee for approval to pay

2.2. Prepare cheques for approved amounts and complete details on cheque butts

2.3. Have two approved signatories sign cheques

2.4. Forward cheques

2.5. Enter all details from cheque book onto cash book as soon as possible:

2.5.1. Date of cheque issue

2.5.2. Name of receipt

2.5.3. Reason for payment

2.5.4. Cheque number

2.5.5. Amount

From cash:

2.6. It is important that all club payments be made by cheque. Where this is not possible, it is essential that a petty cash voucher system is in place which records each and every cash transfer from club officials to final recipient and that the records are given to the treasurer and filed for audit

3. Balancing Books

It is necessary to balance the books of the club to ascertain the clubs actual financial position:

3.1. Collect amount statement from bank statement from bank or building society at regular intervals not less than six times per financial year

- 3.2. Any debits or credits on the bank statement should be entered in the cash book e.g. Interest, government charges
- 3.3. Systematically check all entries on the bank statement to ascertain if any entries in the cash book are not recorded (i.e. are outstanding)
- 3.4. The difference between the totals of debits and credits in the cash book must reconcile with the balance of the bank statement- take care to account for any outstanding entries

4. Presentation of Financial Accounts

The treasurer has prime responsibility for having the clubs financial accounts prepared, audited and submitted to the clubs AGM for approval, and then submitted to NUsport by 31st October. The annual financial statement must include details of all club income and expenditure for the club financial year (ends 31st August) and must be reconciled with the amount in the bank statement on that date. In addition, the financial report must present a balance sheet which discloses the value of all other club assets (club owned debts, loan repayments, provisions) so as to provide a total net financial position of the club at the end of the financial year.

The treasurer must prepare a financial report for presentation to the club committee on a regular basis. The report needs to include details of all income and expenditure and be reconciled with the bank statement up to the end of the previous month.

5. Budget

The treasurer, in association with other members of the clubs committee, is responsible for the annual presentation to NUsport of a budget submission for financial support the following year. All budget forms provided by NUsport must be completed in full as incomplete submissions for financial support will not be considered. Approximate timetable of each year for this is:

- 5.1. Budget forms sent to clubs in late august
- 5.2. Completed forms to be returned to NUsport office by 1st October

6. Important

- 6.1. It is emphasized that all decisions affecting financial matters should be discussed by the clubs committee and recorded in the minutes. In this matter, the president, secretary and treasurer and all other committee members are jointly responsible
- 6.2. If an approved signatory to club accounts has spent their own money on behalf of the club and claims reimbursement, the person should avoid signing the reimbursement cheque to themselves

6.3. Treasurers, as well as all other club committee members should refer to the information on club admin contained in the NUsport club admin reference book (CARB)

Assistant Treasurer

In 2009, the assistant treasurer will be assigned tasks by the treasurer at the treasurer's discretion, up to a reasonable work load. The purpose of this is to maintain the financial corporate knowledge of the club as part of succession planning in 2009. This will also allow the treasurer to be involved with further planning for the club's future. It is not intended that the assistant treasurer will necessarily move to the role of treasurer in the following year(s).

Role may include some of the following:

- Oversee the financial affairs of the club
- Ensure that all money due to the club is collected and that receipts are issued for all money received
- Ensure that all payments authorised by the committee are paid
- Keep accurate records of all receipts and payments
- Bank all money received on a regular basis
- Keep the membership list up to date in liaison with the secretary
- Table a financial statement at committee meetings at least once every two months (monthly presentation is recommended)
- Ensures the collection and transfer of monies by other club members is properly recorded
- Ensures all club financial records are passed on to the incoming club treasurer
- Contacts NUsport if there is a doubt about any matter affecting the club's financial affairs

Likely duties may include:

1. Receiving Monies
 - 1.1. Collect all monies due. All monies collected by club officials should be handed to the treasurer
 - 1.2. Issue a club receipt for every amount received by the club and ensure all details are complete (receipt books available from NUsport office)
 - 1.2.1. Date of receipt
 - 1.2.2. Name of player
 - 1.2.3. Reason for payment to club
 - 1.2.4. Amount

- 1.3. Bank all monies intact as soon as possible (do not pay accounts direct from collected cash). Pay accounts by cheque.
- 1.4. Enter (as soon as possible) from receipt book into the cash book:
 - 1.4.1. Date of receipt
 - 1.4.2. Name of person or organization from whom money was received
 - 1.4.3. Reason for payment to club
 - 1.4.4. Receipt number
 - 1.4.5. Amount
2. Assist in the presentation of financial accounts
3. Be involved in the budgeting for the club

Boat Captain

The boat captain is the keeper and maintainer of the fleet. The boat captain must develop specific skills in boat repairs and maintenance as well as learn tools and equipment for the setup and rigging of the fleet. It is important that the boat captain can alter the setup of boats for particular crews and the boat captain must make be diligent stop damaged boats from being used and to have all boats back to working order as soon as possible.

Roles:

1. The Boat Captain's chief role is to ensure that the clubs fleet is maintained in working order. This involves:
 - 1.1. The patching of holes
 - 1.2. Fin replacement
 - 1.3. Rigger repair
 - 1.4. Seat, Shoes and Slide repairs
 - 1.5. Repairing of oars
2. The Boat Captain is also in charge of ordering the appropriate new equipment this is only to be done after consultation with the executives.
3. The Boat Captain is responsible for organising any repair jobs that need to be done by a professional boat building company (such as Race 1, Sykes):
 - 3.1. This involves obtaining a quote for the repairs.
 - 3.2. Booking a suitable time for the repairs to be done.
 - 3.3. Organising the transport of the boat or equipment to the repairer.
4. The Boat Captain is also in charge of ensuring that the club is running and functioning smoothly. This involves:
 - 4.1. Ensuring that everyone who wants to race is placed in an appropriate crew.
 - 4.2. Each crew is to be assigned a boat that is appropriate to their level of ability.
 - 4.3. If there are crews sharing boats, these crews must have mutually agreeable training times.
5. The Boat Captain is also responsible for ensuring that each crew within the club has the appropriate rigging and settings on their boat. This includes:
 - 5.1. Slide and Stretcher placement.
 - 5.2. Shoe Height
 - 5.3. Shoe Angle

- 5.4. Gate Height
- 5.5. Gate Pitch
- 5.6. Gate span
- 5.7. Oar Lengths
- 6. The Boat Captain needs to make sure that all crews are training to their optimum ability and that all crews have the necessary coaching and training support for them to achieve their optimum potential.
- 7. The Boat Captain is in charge of organising transport to and from regattas, this involves:
 - 7.1. The safe packing of the trailer
 - 7.2. The safe towing of the trailer
- 8. The Boat Captain should attempt to make decisions for the benefit of the majority of the club.
- 9. Maintains an inventory of all club equipment

Sponsorship Liaison Officer

For the purpose of the growth of the club it is necessary that more money than can be expected from membership fees must be accrued, this is the role of the sponsorship liaison officer.

Role:

1. Write an appropriate letter to hand out/send to businesses. Letter needs to include:
 - 1.1. Brief successes of the club over the past few years
 - 1.2. What the club is seeking (such as money, donated items etc)
 - 1.3. What the club is seeking sponsorship for (such as purchasing new equipment, regatta support)
 - 1.4. How it will benefit the business (such as advertisement). Emphasise this point
 - 1.5. Letter needs to include sponsorship liaison officer's details:
Name, email, contact phone number, address.
 - 1.6. Letter should be written using the NUBC letterhead
2. Actively seek sponsorship in and around the Newcastle area. Sponsorship can take the form of:
 - 2.1. Cash donations
 - 2.2. Discounted items
 - 2.3. Donated items
3. Sponsorship leading up to regattas is particularly important. It includes:
 - 3.1. Donated items and/or discounted items for raffles and canteen
 - 3.2. Money donations
 - 3.3. Sponsorship of a race, like the naming rights of a race
4. Send letters of thanks to all sponsors, no matter how small. This must be done promptly after the sponsorship.

Regatta Organiser/Coordinator

1. NUBC regattas
 - 1.1. Coordinate the organization of all NUBC regattas as per CDRA protocol for the conduct of regattas (will be supplied)
 - 1.2. Additional organisation of canteen
 - 1.3. Delegate tasks to members/helpers for the day of the regatta:
 - 1.3.1. Directing traffic for parking in morning
 - 1.3.2. Flag bearers
 - 1.3.3. BRO tent helper
 - 1.3.4. Selling of raffles, chocolates etc
 - 1.3.5. Medals presentation announcer
 - 1.3.6. Commentator
 - 1.3.7. Canteen workers
 - 1.3.8. Re-fuelling of speed boats at the end of the day
 - 1.3.9. Tinny drivers
2. All other regattas
 - 2.1. Organization of accommodation (if required) and transport (of people, not boat trailer)

Uniform Coordinator

In organising uniforms for NUBC, the uniform coordinator is required to:

- Decide on item of uniform, in consultation with the executive team
- Research costs, designs, manufacturers etc
- Present findings to executive team to come to a final decision
- Present to all club members and obtain definite numbers. Collect payments from these members
- Order the uniforms

Club uniforms can include:

- T-shirts/long sleeved shirts
- Jumpers
- Hats
- Sweat bands
- Zoot suits
- Shorts
- Vests

NOTE: ALL uniforms must be either club colours (dark and light blue) or Newcastle University colours (grey, black and maroon)

Social Co-ordinator

It is important that the club develops a strong social environment which is complementary to its rowing and training environment. The social coordinator is there to ensure that this is made possible.

Role:

1. Organise a series of social events for all members of the club. Including:
 - Designating a place and time for the event
 - Organising the event with the venue (if necessary)
 - Sending out invitations for the event (email, in person and on facebook)

Crew Trainer

This is a new position for 2009, designed to give individuals and crews a single resource to aid them in setting training goals and finding exercises suitable for the goal.

Role:

1. The crew trainer should research fitness, strength and stretching exercises from books, the internet and other relevant people such as personal trainers and experienced rowers and rowing coaches.
2. The crew trainer should then be able to:
 - 2.1. Take information from an individual rower or a specific crew such as:
 - 2.1.1. weekly training availabilities (both water and land)
 - 2.1.2. goals for the rower or crew (racing or erg times, fitness level, etc)
 - 2.1.3. current general fitness level
 - 2.1.4. gender, age, height, weight, etc
 - 2.1.5. overall time to competition (for the purpose of using the three phases, endurance-power-speed, break up)
 - 2.2. Use this information to create a weekly/fortnightly individual training program for each member of a crew.
3. Advice for group training sessions from the research may prove useful to these sessions.
4. The crew trainer should maintain a body of knowledge for the club.
5. Importantly, this role is not a coaching role, nor a crew selection role.

Responsibility of the Club Committee

The club is managed by its executive committee, not individually by its president or other office bearer. The members of the club committee have a collective responsibility to the membership of the club and to the community beyond the particular responsibility they have assumed through the office they hold. This collective responsibility means members of the club committee are liable for the decisions of the committee even if they INDIVIDUALLY do not agree with the decision or are personally ignorant of the issue. It is very important that clubs are aware that there are a number of matters which come before the club which can only be dealt with by the committee in a formal meeting (and in some special instances by a general meeting of the membership). Matters which must be dealt with at a committee meeting include:

- All matters required by the constitution to be dealt with by the committee (for example, changes to club policies, approval of expenditures) or by a general meeting (for example, changes to the constitution, election of officials, removal of office bearers)
- Changes to club policy
- Approval of club budget
- Approval for club expenditure which in practice should include approval of payment of club account
- Provision of adequate insurance cover for club members and club activities

There are a number of matters which both the president AND the committee should insist upon:

- Minutes are kept at ALL meetings
- Treasurer regularly presents an income and expenditure statement that is reconciled with the clubs bank statement at committee meetings
- All proposed payments are presented to the meeting for formal approval
- Office bearers ought not to sign club cheques if he/she is the recipient, such cheques should be signed by 2 other approved club signatories after formal approval of payment is given by the committee and recorded in minutes.

Members of committees have a fiduciary responsibility of their club members. That is, committee members must act honestly and in good faith in the best interests of the club. Committee members are responsible for decisions made by the committee. Consequently, committee members should insist they be presented with the necessary information or evidence they require to make a considered decision. Committee members should also insist that their opposition to any decision be formally recorded in the minutes if they are unhappy with what is being proposed.