



Roles and duties of the NUBC Executive 2011

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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.

Role:

1. Provide the club with leadership and direction
2. Act 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
3. Responsible for ensuring policies of the club and the decisions of its committee in general are implemented.
4. Oversee and coordinates the activities of the club and the performance of other office bearers
5. Involve as many members as possible in the decision making process of the club.
6. Is responsible for ensuring the club has a vision and plan for the future.
7. Chair meetings of the club.
8. Ensures that records from the previous committee are passed on to the new club committee.

Vice President

The Vice President is the president's second in charge with the responsibility of standing in for the president whenever the president is unavailable, such as chairing meetings. Like the president, the Vice President should be well versed in the rules of the club constitution and in the standing orders for the conduct of meetings.

The President should share his/her responsibilities with the Vice President to ensure that the Vice is capable of taking on the role of Acting President should the need arise.

Role:

1. Be the club's delegate to the SSAC and has to prepare and attend these meetings (usually four per year).
2. As required, act as a coach liaison to make sure that coaches are kept informed of day-to-day changes and to ensure that they are cared for in the club as respected and essential members.
3. Co-ordinate the submission of items to NUSport.
4. Initiate and maintain a cleaning roster for the shed.
5. Attend CDRA meetings with the President.
6. Assist in building the recent history of the club by:
 - 6.1. Approximately monthly updating of the club's facebook group information or recent news and ensuring that the website is kept relevant and factual
 - 6.2. Organising, writing and distributing (via email and the website) an NUBC newsletter. This is to happen at least annually, preferably bi-annually.
 - 6.3. Ensuring that a yearly club photo is taken and kept in the NUBC shed.
 - 6.4. Coordinating storage and use of the video camera, including ensuring the camera is charged and the storage space is sufficient.

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.

Role:

1. Prepare agendas for meetings in consultation with the chairperson (President) and ensures that all documentation for meetings is received from other office bearers and forwarded with the agenda.
2. Circulate the notice of meetings (including the agenda) setting out the date, time and place for the meeting.
3. Take minutes of proceedings and the names of all members present at all club meetings; distribute these to all committee members and files a copy of all minutes.
4. Convene meetings of the club as required by the constitution
5. File and answer correspondence received by the club and keeps copies of replies.
6. Carry out any administrative work required by the committee.
7. Ensure that the activities of the club are adequately publicised.
8. Register competitive members with NSWRA and handle the entries in regattas.
9. Ensure that club records are handed over to the incoming secretary.
10. Checks and maintains the club's email account (secretary@nubc.info).

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:

1. Oversee the financial affairs of the club
2. Ensure that all money due to the club is collected and that receipts are issued for all money received
3. Ensure that all payments authorised by the committee are paid
4. Signs (in conjunction with another committee signatory) all cheques issued by the club
5. Keep accurate records of all receipts and payments
6. Bank all money received on a regular basis
7. Keep the membership list up to date in liaison with the secretary
8. Table a financial statement at committee meetings at least once every two months (monthly presentation is recommended)
9. Present an audited report detailing the financial position of the club at the AGM
10. Ensures the collection and transfer of monies by other club members is properly recorded
11. Ensures all club financial records are passed on to the incoming club treasurer
12. 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:

From cash:

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

4.1. 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.

4.2. 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 31st 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).

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 be diligent to stop damaged boats from being used and to have all boats back to working order as soon as possible.

Role:

1. The Boat Captain's chief role is to ensure that the club's 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 after consultation with the executive.
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. The Boat Captain must maintain an inventory of all club equipment.

Regatta Planner

The Regatta Planner takes on two separate roles split between the earlier and later part of the year. In the earlier part of the year, the main role of the Regatta Planner is to organise and purchase the NUBC team uniform.

Role:

1. Decide on items of uniform, in consultation with the executive team
2. Research costs, designs, manufacturers etc
3. Present findings to executive team to come to a final decision
4. Present to all club members and obtain definite numbers (can use the website for this)
5. Organise the collection of payments from members
6. Order the uniforms
7. Club uniforms can include:
 - 7.1. T-shirts/long sleeved shirts
 - 7.2. Jumpers/Hoodies/Jackets
 - 7.3. Hats
 - 7.4. Sweat bands
 - 7.5. Zoot suits
 - 7.6. Shorts
 - 7.7. Vests

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

In the later part of the year, the Regatta Planner is involved in the planning and running of NUBC's regatta participation.

Role:

1. At NUBC regattas
 - 1.1. Ensure that sufficient BROs are attending the regatta, in consultation with the President and CDRA/NSWRA, as appropriate.
 - 1.2. Ensure that sufficient boats are available and sufficient boat drivers are attending the regatta, in consultation with the President and CDRA/NSWRA, as appropriate.
Contacting the SES as soon as regatta dates are confirmed may be of assistance for the sentry boats.
 - 1.3. Coordinate the organisation of all NUBC regattas as per CDRA protocol for the conduct of regattas.
 - 1.4. Additional organisation of canteen.
 - 1.5. Roster to and assist members/helpers with tasks for the day of the regatta:

- 1.5.1. Directing traffic for parking in morning
 - 1.5.2. Flag bearers
 - 1.5.3. BRO tent helper
 - 1.5.4. Selling of raffles, chocolates etc
 - 1.5.5. Medals presentation announcer
 - 1.5.6. Commentator
 - 1.5.7. Canteen workers
 - 1.5.8. Re-fuelling of speed boats at the end of the day
 - 1.5.9. Tinny drivers
2. All other regattas:
- 2.1. Organisation of accommodation (as required) and transport (for people, not of boats or the boat trailer).

In particular, this role includes the organisation of The Australian University Games/Championships. This requires ongoing efforts throughout the year since accommodation must be booked early and many other tasks must be finalised once team numbers are finalised.

Sponsorship Co-ordinator

This sponsorship coordinator incorporates both a sponsorship/fundraising and a social coordinator role. The Social/Sponsorship Co-ordinator should aim to hold at least one combined fundraising/social event each year, such as a trivia night.

Social:

It is important that the club develops a strong social environment that 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:
 - 1.1. Designating a place and time for the event
 - 1.2. Organising the event with the venue (if necessary)
 - 1.3. Sending out invitations for the event (email, in person and on facebook)
2. Organise a team to plan and run the annual End of Year Dinner.

As of 2010, this role will be given a budget allocation for all costs to provide a richer social experience for the club.

Sponsorship:

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.
5. Keep a record of donations and contacts within businesses and the best time of year to contact for support.

Responsibility of the Club Committee

It is important that the club committee is inclusive and accountable to the club members; to fulfil this need the committee should regularly meet with the other club members. A suitable method for this would be to replace approximately one meeting per month with a general meeting held after normal rowing on Saturdays.

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 that 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 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: 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.