



**COMMITTEE ROLES  
AND RESPONSIBILITIES  
(January 2025)**

# General Committee

---

## Role of the Committee

The club committee is elected to run the club on behalf of the members and to plan and implement measures to ensure the sustainable future of the club.

## Responsibilities of the committee

- Comply with all legislation, especially:
  - Association Incorporation legislation
  - Member protection, welfare and safety
  - Fund-raising legislation
  - Food handling legislation
  - Liquor licensing laws
- Ensure the club is run according to its rules (constitution), purpose, policies and procedures. To do this, it is important that Committee members understand them and run the club according to them.
- Oversee the financial affairs of the club, ensuring the club remains solvent.
- Ensure the sustainability of the club – in addition to financial sustainability, that the club has a sustainable number of participants and volunteers, access to suitable facilities and has community support.
- Create and manage risks associated with all club operations.
- Plan, define and deliver the club's objectives and strategic plan.
- Manage club culture and ensure expectations are met.
- Ensuring the sporting, competitive and social needs of members are met
- Recruiting, empowering, recognising, rewarding and maintaining club volunteers
- Creating and implementing a succession plan for all roles within the club, ensuring that the next generation of volunteers are being identified, developed and trained
- Regularly communicate with club members
- Collect, protect, maintain and hand over critical club information from one year to the next

## Conflict of Interest

If at any stage any member of the Committee becomes aware of a personal conflict of interest, real or perceived between any member and the club, they should immediately notify the Club President and declare the conflict at commencement of discussion of the matter in conflict. The conflict and any actions to remedy the conflict will be minuted.

## Succession Planning

A key responsibility of the Committee is to ensure that at the end of their term a new committee executive is able to be recruited. An effective succession planning strategy is to appoint an assistant for the Executive. The President and Captain have vice positions and the Treasurer and Secretary should have assistants who will be delegated tasks and responsibilities. This training method is most effective when delegating tasks to assistants that:

- Expectations are clearly defined
- The assistants have been adequately trained
- The incumbent provides continual monitoring and support

# President (and Vice-President)

---

The President acts as the Club CEO and is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

## Knowledge

To successfully undertake the role of President the roles requires the person to:

- ☐ Be well informed of all club activities, and activities of the sub committees
- ☐ Have working knowledge of the constitution, club rules and by-laws, policies and procedures as well as the duties of all office holders
- ☐ Understand the legal and compliance obligations of running the club

## Governance

Key governance responsibilities include ensuring the Club:

- ☐ Culture and behavior are clear and understood by members, rowers, coaches, supporters and volunteers
- ☐ Has defined goals, objectives, strategies and implementation plans
- ☐ Implements financial controls to protect the cash and assets of the Club
- ☐ Meets legislative obligations
- ☐ Maintains the health and safety of all Club participants
- ☐ Addresses complaints and disputes according to Club policies and procedures
- ☐ Regularly reviews roles / terms of reference of positions and sub committees
- ☐ Adequately documents activities in operations manuals, policies and procedures
- ☐ Trains and supports Volunteers to undertake their roles successfully

## Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a club President including:

- ☐ Setting the date, agenda and chairing committee meetings
- ☐ Acting as a spokesperson for the club and represent it locally, regionally and nationally as required
- ☐ Ensure that sub-committees are operating effectively and receive assistance and support
- ☐ Ensure committee members, team managers and coaches fulfil their responsibilities to the club.
- ☐ Ensure the key stakeholder/sponsor relationships of the club are maintained and nurtured

## Induction of the incoming President

An important responsibility of outgoing President is to train, mentor and support the incoming President.

## Essential Skills and Requirements

- ☐ Must hold a Working with Children Card
- ☐ Effective communicator and organiser
- ☐ Has a good working knowledge of the rules of the club and the duties of office holders / committees
- ☐ Is a strong supportive leader
- ☐ A good understanding of the sporting and competition requirements at local, regional and higher levels
- ☐ Unbiased and impartial on all issues
- ☐ Receptive to change and able to adapt as the clubs needs change

---

***The estimated time commitment required as the President is a minimum of 4 hours per week.***

# Boat Captain (and Vice Boat Captain)

---

The Boat Captain acts as Operations Manager to manage the day-to-day rowing affairs of the Club and ensure appropriate allocation of resources to activity. The Captain is also a Club committee member, contributing to overall Club management.

## Knowledge

To successfully undertake the role of Boat Captain the roles requires the person:

- ☐ To be well informed of all club activities
- ☐ Have a good working knowledge of club resources, including equipment and personnel capability.
- ☐ Good understanding of the resource requirements of rowing.

## Governance

The Boat Captain will :

- ☐ Organise squads/crews for any member wishing to be included in same
- ☐ Allocate coaches to squads / crews / individuals
- ☐ Allocate club equipment to squads / crews / individuals
- ☐ Prepare entries for competition
- ☐ Organise transport for competition
- ☐ Ensure equipment is maintained to an appropriate level
- ☐ Identify new equipment/ resourcing requirements
- ☐ Ensure compliance with the club health and safety requirements, including incident reporting

## Meetings, communication and key relationships

The Boat Captain will:

- ☐ Work with members to determine their capability and rowing desires / needs.
- ☐ Work with coaches to determine their capability and rowing desires / needs
- ☐ Regularly touch base with coaches and athletes to ensure a good match is maintained.
- ☐ Feed back to the committee to keep it engaged and well placed to make informed decisions.
- ☐ Seek support for management of issues and funding requests.

## End of Term Hand Over - Updating key documents

At the end of their term, the Boat Captain will provide the incoming Captain with

- ☐ Keys, fobs and access codes
- ☐ The equipment Maintenance spreadsheet.
- ☐ The membership spreadsheet showing crews training regimen / schedule and allocated coaches and equipment.

## Essential Skills and Requirements

- ☐ Must hold a Working with Children Card
- ☐ Effective communicator and organiser
- ☐ Is a strong supportive leader

***The estimated time commitment required as the Boat Captain is a minimum of 6 hours per week***

---

# Secretary

---

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements.

The Club Secretary is generally the club's nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key club information and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

## Legislative responsibilities

The secretary will also act as the "public officer" of the club so generally becomes the club's nominated secretary under the Incorporated Associations Act and as such is responsible for:

- ☐ Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act
- ☐ Maintaining the club's membership database

## Meetings

- ☐ In conjunction with the President, schedule all committee, general and special meetings
- ☐ Prepare and circulate the agenda and supporting reports, to be considered by the meeting
- ☐ Take the meeting Minutes of each meeting
- ☐ Maintain the record of minutes of club committee and general meetings

## Communication

- ☐ Handle all general club correspondence, responding to any correspondence as required or forwarding to relevant committee member
- ☐ Oversee and co-ordinate the club's communication strategy – Database
- ☐ Be the club's point of contact for key stakeholders including, local council, local association and peak sports bodies

## Knowledge Management

- ☐ Maintain a register of all club documentation including but not limited to the Club Rules, all policies and procedures, by-laws, position descriptions, subcommittee terms of reference, coach and player development plans etc.
- ☐ Maintain a register of members.
- ☐ Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
- ☐ Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with an updated version prior to the Annual General Meeting
- ☐ Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers

## Essential Skills and Requirements

- ☐ Must hold a Working with Children Card
- ☐ Effective communicator
- ☐ Has strong organisational skills

**End of Term Handover -****Induction of the incoming Secretary**

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary.

Must also provide all access codes and login in details for websites, Club computer equipment and log in details.

Hand over the Club records and databases.

***The estimated time commitment required as the Secretary is a minimum of 4 hours per week.***

---

# Treasurer

The Treasurer is responsible for managing the day-to-day financial affairs of the Club and maintaining Club financial health and sustainability on behalf of the Committee. The treasurer must also ensure that all financial transactions are recorded and reported to the committee, and as required by the Incorporated Associations legislation.

## Manage the financial affairs of the club

- ☐ Record all financial transactions in the clubs accounting system.
- ☐ Maintain a list of club assets and liabilities
- ☐ Assist in the preparation of Cashflow projections/budgets as part of the strategic planning
- ☐ Report actual financial results against previous year / budgets and provide explanations for any variances for the committee to review and act in a timely manner
- ☐ Provide a list of payments for the previous period to the committee for approval at each committee meeting
- ☐ Provide a list of outstanding revenues and payments to be made to the committee each committee meeting

## Protect the club's assets, cash and the volunteers who manage them

- ☐ Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- ☐ Control the club bank account(s), ensuring only those authorised are bank account signatories
- ☐ Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- ☐ Ensure as much revenue as possible is collected using online payments
- ☐ Ensure all approved expenditure is paid as when it falls due
- ☐ Ensure all money due to the club are collected

## Financial reporting

- ☐ Where an audit or review is required, ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- ☐ Produce the financial report to members to be presented at the Annual General Meeting
- ☐ Undertake all legislatively required reporting and submissions

## Essential Skills and Requirements

- ☐ Must hold a Working with Children Card
- ☐ Enthusiastic and well organised
- ☐ Ability to keep concise financial records in the club's accounting system
- ☐ Ability to allocate regular time periods to maintain the financial records of the club
- ☐ Diligent with receipts and money
- ☐ Ability to work in a logical and orderly manner
- ☐ Honest and trustworthy
- ☐ Financial accounting or bookkeeping experience preferred
- ☐ Adequate Computer skills

## End of Term Hand Over - Updating key documents

- ☐ Club accounts.
- ☐ Register of Assets
- ☐ Insurance register
- ☐ Share portfolio

**Induction of the incoming Treasurer**

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.

Must also provide all access codes and login in details

Assist the incoming treasurer in completing all necessary paperwork for Bank Log in and access to accounts and adding new signatories to the accounts, together with removal of outgoing treasurer from signatory access.

***The estimated time commitment required as the Treasurer is a minimum of 7 hours per week.***

---



# Support & Sub Committee Roles

The following support roles should be distributed amongst members willing to help out but not necessarily wanting to be on the committee.

These roles will be overseen by the committee member assigned and they will assist if needed.

Many members may already have skills that will be useful in these roles.

Roles can be shared between multiple people if preferred.

# Communications Coordinator

---

The Club Communications Coordinator essentially creates the 'face' of the club. Working very closely with the Committee to ensure the club values and goals are always being portrayed accurately. Providing information and stories for the media platforms including Social Media coverage on Facebook and Instagram. Effective use of social media will also support and drive the achievement of many of the club's goals and objectives.

## Responsibilities

- ☐ Build your club's audience on social media for people who genuinely follow and have an interest in your club
- ☐ Build the sense of belonging between your club and its (social media) supporters and followers
- ☐ Support the achievement of club goals and objectives Identify the local media whom the club would like to publish stories and identify the key reporters, producers and editors
- ☐ Co-ordinate the production and submission of social media releases, which may include quotes, articles, videos and photographs
- ☐ Organise media coverage for publicity for club milestones, events and activities
- ☐ Assist the President and Committee in promoting the club in the local and wider community
- ☐ Prepares media kits, flyers or background information at the start of the year for upcoming events, activities and milestones.

## Essential Skills and Requirements

- ☐ Must be passionate about the club and maintaining its reputation in the community
- ☐ Strong communication skills
- ☐ Good networking and interpersonal skills
- ☐ Good photography/videography skills
- ☐ Able to meet deadlines
- ☐ Strong understanding and involvement in all the different club activities
- ☐ Respectful and effective communication
- ☐ Understanding how to create memes, photos and video for use on social media

## End of Year Handover - Updating key documents

At the end of each year a key activity of the Communications Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role, together with revision of the Clubs Social Media Policy.

## Induction of the incoming Communications Coordinator

An important responsibility of outgoing Communications Coordinator is to train, mentor and support the incoming person, including providing log in details and update access for Social Media accounts.

**The estimated time commitment required as the Communications Coordinator is 1 hour per week.**

---

# Equipment / Maintenance Officer

---

The primary role of the equipment officer is to maintain safe operation and longevity of club equipment. The role generally encompasses the acquisition, management and protection of club equipment. This is an important role and can be shared between more than one person if preferred.

## Responsibilities

- ☐ Undertake a review of all club equipment and identify the club's equipment needs for the upcoming season.
- ☐ Review all club equipment from an operational and safety perspective. Repair equipment as required and disposing of equipment no longer usable. (Ensure the equipment register is updated for equipment no longer being used)
- ☐ Identify new equipment needs for the upcoming season, obtain quotes and seek approval from the committee to purchase the equipment.
- ☐ Update the equipment register for all new equipment purchased
- ☐ Allocate club equipment to appropriate club officers, updating the equipment register to note who is now responsible for each piece of club equipment
- ☐ Liaise with equipment suppliers for purchases and maintenance

## Essential Skills and Requirements

- ☐ Well organised
- ☐ Willing to follow-up missing equipment
- ☐ Strong understanding of the equipment needs of the club
- ☐ Well informed of all organisation activities
- ☐ Aware of the future directions and plans of members and the club

## End of Year Handover - Updating key documents

At the end of each year a key activity of the Equipment Officer will review and revise their position description to ensure it continues to reflect the requirements of the role.

The equipment officer will also update the equipment register listing all the equipment the club owns and where it is currently stored or who is in possession of equipment still in use.

## Induction of the incoming Equipment Officer

An important responsibility of the outgoing Equipment Officer is to train, mentor and support the incoming Equipment Officer.

# Safety & First Aid Coordinator

---

The First Aid Coordinator is responsible for the First Aid services and equipment required at training, regattas and other club activities. The First Aid Officer must ensure all teams and regatta and training locations have adequate and fully stocked first aid kits and any other necessary safety equipment.

## Responsibilities

- ☐ Review the number of rowers as well as the number of training and competition locations (for which the club is responsible) to determine both the amount of first aid kits and medical equipment required for the upcoming season.
- ☐ Assuming the club requires at least one first aid qualified person in attendance at all training and competition venues work out the number of people the club will need qualified in first aid for the upcoming season
- ☐ Recruit people willing to undertake the role of first aid officers throughout the year
- ☐ Co-ordinate access to First Aid training for those who require the training or refresher training.
- ☐ Undertake an audit of first aid equipment and first aid kits to determine if replenishments or repairs are required
- ☐ Keep a register of all members who are qualified and when their refresher courses are due
- ☐ Ensure safety procedures are being adhered to throughout the year

## Essential Skills and Requirements

- ☐ Hold appropriate First Aid qualification
- ☐ Hold or willing to apply for a current volunteer “working with children” check (if required)
- ☐ Good organisational skills
- ☐ Strong understanding of club activities, especially those with the potential for people to be injured or require first aid
- ☐ Communicate effectively and possess good interpersonal skills
- ☐ Maintain confidentiality on relevant matters

## End of Year Handover - Updating key documents

At the end of each year a key activity of the First Aid Officer will be to review and revise their position description to ensure it continues to reflect the requirements of the role. They will also be required to update the register of first aid kits and medical equipment and where each item is currently being stored or located.

The First Aid Coordinator should also update the list of medical suppliers, including contact details and any terms and conditions previously negotiated or agreed to.

## Induction of the incoming First Aid Officer

An important responsibility of outgoing First Aid Officer is to train, mentor and support the incoming First Aid Officer.

**The estimated time commitment required as the First Aid Officer is 1 hour per week.**

# Social Events Coordinator

---

The role of the social events coordinator is to coordinate the social activities of the club. Ideally the social coordinator would work with the Treasurer to identify the budgets and if the event is to be used as a fundraiser or simply a goodwill club event.

The social coordinator would work directly with the committee and “recruit” groups (sub committees) of people to assist in the development and successful implementation of each of the social activities.

## Responsibilities

- ☐ Work with the Club Treasurer to accurately set social activities fundraising targets which will be reflected in the club’s budget
- ☐ Review the social activities from previous seasons and then determine the social activities for the upcoming season.
- ☐ Liaise with the President and Committee to ensure the proposed social activities for the upcoming year reflect the current opinions and preferences of club members and supporters
- ☐ Provide the committee with recommendations for the proposed social activities for the coming year (this should include budgets identifying the proposed revenues and costs for each activity)
- ☐ Create the marketing information for each social activity which can be provided to club participants to assist in the promotion of club social activities
- ☐ Liaise with the social media coordinator to create posts created that promote club social activities
- ☐ Be the primary point of contact for all social activity enquires
- ☐ Ensure the collection and banking of social activity revenues

## Essential Skills

- ☐ Can communicate effectively
- ☐ Strong relationships within the club which allow the formulation of different teams and groups working together on each social activity
- ☐ Well organised and can delegate tasks
- ☐ Well informed of all organisation activities
- ☐ Is aware of the future directions and plans of members and the club

## End of Year Hand Over - Updating key documents

At the end of each year a key activity of the Social Activities Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

Ideally the social activities coordinator would document how each social activity was undertaken and include as much information as possible (e.g. which suppliers were involved, processes and procedures)

## Induction of the incoming Fundraising Coordinator

An important responsibility of outgoing Social Activities Coordinator is to train, mentor and support the incoming Social Activities Coordinator.

**The estimated time commitment required as the Social Activities Coordinator is 2 hours per week.**