

EXECUTIVE COMMITTEE

The role of the executive committee is to uphold the fundamentals underpinning the operation of the centre, to review and update the goals and strategies of the centre and to develop and maintain the strategic plan.

Appointments of Executive positions are for a minimum term of 3 Years and cannot be held by the same person for more than 6 consecutive years.

Decisions made by the executive committee must be voted on in accordance with the centre constitution.

The executive committee positions incorporate the following positions

- President
- Vice President
- Treasurer
- Secretary

The centre cannot operate without these positions being filled.

END OF YEAR HAND OVER

Updating key documents

At the end of each year a key activity of all positions is to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Mt Barker District Athletics Secretary prior to the Annual General Meeting each year.

Induction of incoming positions

An important responsibility of all outgoing positions is to train, mentor and support the incoming members.

PRESIDENT

The President 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.

RESPONSIBILITIES

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

KNOWLEDGE

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

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

GOVERNANCE

Key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Ensure compliance and legislative obligations are met
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references
- All club activities are documented in operations manuals, policies and procedures

Volunteers are trained and supported throughout the year 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 agenda for each committee and general meeting, including the clubs annual general meeting
- Chair all committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required

- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it
- Ensure that all sub-committees are regularly reporting to the committee.
- Liaise with all relevant stakeholders
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Ensure the key stakeholder relationships of the club are maintained and nurtured

REQUIREMENTS

President is expected to:

- Act in the best interest of the members at all times
- Attend Committee meetings
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers “working with children” check

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members

ESSENTIAL SKILLS

Hold or willing to apply for a current volunteer’s “DCSI” Police Clearance

- Can communicate effectively
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Is a supportive leader for all members.
- Able to chair committee meetings.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

VICE PRESIDENT

The role of Vice President generally is to work closely with and support the club President.

RESPONSIBILITIES

The general role of the Vice President is to support the President, assisting them to fulfill their responsibilities.

The role of Vice President is to work closely with ASA (Athletics South Australia) to develop opportunities for Senior and Masters Athletes in the region and table identified opportunities at committee meetings.

To assist in managing official ASA events, providing notices to members and representing the centre at official ASA events

Develop and promote coaching and mentoring opportunities for Athletes at the centre

KNOWLEDGE

To successfully undertake the role of Vice President the role requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

GOVERNANCE

The Vice President (Senior) will assist the President ensure the club undertakes its key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviours these are continually communicated to members, players, coaches, supporters and volunteers
- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Ensure compliance of all obligations and the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- Activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully

REQUIREMENTS

The Vice President (Senior) is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers “working with children” check

If at any stage the Vice President (Senior) becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

ESSENTIAL SKILLS AND REQUIREMENTS:

- Hold or willing to apply for a current volunteer “working with children” check (if relevant)
- Can communicate effectively
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations members.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

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 at all times.

The Club Secretary is the clubs 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 created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

RESPONSIBILITIES

The Secretary is responsible for the administrative tasks of the club including:

Legislative responsibilities

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

- Notifying the relevant government body of their appointment
- 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 meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people.
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.
- Maintain the minutes of club committee and general meetings, ensuring the minutes of each meeting are verified by the President confirming they are a true and correct reflection of the meeting

COMMUNICATION

- Handle all general club correspondence, responding to any correspondence as required
- Oversee and co-ordinate the club's communication strategy, including its website, email newsletters and social media
- Be the clubs point of contact for key stakeholders including, local council, local association and peak sports bodies.

KNOWLEDGE MANAGEMENT

- Maintain a register of the latest version 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 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 the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.

SUCCESSION PLANNING

A key responsibility of the club secretary is to ensure that at the end of their term a new secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual monitoring and support

REQUIREMENTS

The Secretary is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers "working with children" check

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

TREASURER

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

RESPONSIBILITIES

Empowering the committee to manage the financial affairs of the club

- Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee
- Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
- Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting)
- Provide a list of payments for the previous month to the committee each committee meeting
- Provide a list of revenues outstanding 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 moneys 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

- Enthusiastic and well organised.

- Ability to keep concise financial records in the clubs 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 book keeping experience preferred.
- Computer skills.

REQUIREMENTS

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers “working with children” check

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

Induction of the incoming Treasurer

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