



## SPORT CLUBS COMMITTEE ROLES AND RESPONSIBILITIES

Work Area:	Sport Development
Revision Number:	SPD-0056.A
Last Modified:	May 2016

Sport Club administration can often be time consuming for individuals. To ensure a club is successfully operated, Macquarie University encourages clubs to recruit volunteers, designate roles and responsibilities and offer clarity to members on the relevant positions.

### 1. Club Committee & Elected Officers

For effective Club Governance, a formally elected Committee is required for each Club.

Clubs are required to nominate a minimum of four (4) authorised representatives to Macquarie University Sport, whom can facilitate bookings and financial transactions. The Club is required to provide Macquarie University Sport the contact details of all four authorised representatives. It is recommended that additional representatives be found to assist with other duties within the Clubs day to day operation. Clubs run far more efficiently when there is a larger Committee sharing the workload. It is also strongly encouraged that one member of the Committee be a Macquarie University student.

**It is recommended that the Club Committee as a minimum consists of the following:**

- President
- Vice President
- Secretary
- Treasurer

**Additional Office Bearers may include and are encouraged. These roles are listed below:**

- Equipment Officer
- Publicity and Promotions Coordinator
- Student Representative
- Social Media Coordinator
- Social Coordinator
- Sponsorship Manager
- Uniform and equipment maintenance



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### Role Description - Club President

The President is ultimately responsible for the functioning of the Club. A thorough knowledge of the club constitution and meeting procedures is required.

### Desirable Attributes:

- Be well informed of all organisation activities and able to provide oversight
- Be able to develop good relationships internally and externally
- 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. Competition Association delegate meetings)
- Be a competent public speaker

### Key Duties:

- Ensure all necessary tasks for day to day running of the activities of the club are carried out.
- Chair Committee and General meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal and financial purposes and monitor the clubs bank account in particular payments made.
- Ensure Club asset register is current
- Serve as a spokesperson for the Club when required
- Represent the club and the University in matters involving the relevant Competition Association.
- Submit an annual report to the Club at the Annual General Meeting.
- Work with the Executive to manage any paid employees of the Club including recruitment, retention, salary and performance reviews, etc.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club. Co-ordinate activities within the club committee.

### Share of Committee Workload: 30%



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### Role Description - Club Vice President

The Vice President(s) deputise for the President of the club and assist in the fulfilment of club administrative functions. It is often considered that the Vice President will succeed the President and that this role is in preparation.

### Desirable Attributes:

- 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

### Key Duties:

- In the event of the President being unable to fulfill his/her duties to step into that role.
- Act as deputy chairperson for all club meetings.
- Ensure that the club's activities are in accordance with the constitution and with the regulations of Macquarie University Sport.
- Ensure clubs procedures and documents are in order
- Ensure action items and resolutions are carried out
- Fulfil such other duties as the committee may request

### Share of Committee Workload: 20%



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### Role Description - Club Secretary

The Secretary is one of the primary organisers of the club and is responsible for effective administration. The Secretary is the integral link between the Club and its stakeholders as well as between the Club and Macquarie University Sport.

### Desirable Attributes:

- Be organized
- Have good computer skills
- Be a good communicator
- Be able to keep confidential matters confidential.

### Key Duties:

- Maintain records of the Committee and ensure effective management of Club's records.
- Maintain the Club membership list and submit an up-to-date list to Macquarie University Sport no later than the club's AGM of each year.
- Maintain an up-to-date copy of the constitution of the Club and other appropriate records
- Monitor all correspondence both inwards and outwards
- Formulate and update the clubs calendar of events

Club meetings are a big part of the secretary's role within the club. Their duties regarding meetings are as follows:

- Convene all meetings, book meeting rooms and send out invites.
- Draw up the meeting agenda with the President and provide supporting papers.
- Take the minutes of the meeting and make sure they are correct.
- Submit the minutes of all meetings to Macquarie University Sport

### Share of Committee Workload: 30%



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### Role Description - Club Treasurer

The Treasurer is responsible for carrying out financial transactions as directed by the Club executive, keeping and maintaining all club financial records and keeping the Club informed of its financial position throughout the year.

#### Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

#### Key Duties:

- Administer all financial affairs of the club.
- Use the MacPay system to make payments and provide Macquarie University Sport with reporting on payments and receipts when requested.
- Maintain accurate financial records and prepare financial statements (e.g. profit and loss statement / budget etc.).
- Present a financial report to the club committee at club meetings.
- Distribute, collect and lodge all club membership forms and monies in conjunction with the Secretary.
- Act as an authorised signatory for the club bank account and monitor the account in particular payments made.

#### Share of Committee Workload: 20%