

President

The President is the principal leader of the Youth Club and has overall responsibility for the Club's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsible To

The President is elected by the members and is responsible for representing the views of the North Ryde RSL Youth Club members.

Responsibilities and Duties

The President should:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club at local, regional, state and national levels
- Act as a facilitator for club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations members.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President is two to three hours per week. The President is appointed for a one year term.

2. Secretary

The Secretary is the chief administration officer of the Club. This person provides the coordinating link between members, the management committee and outside agencies.

The roles and responsibilities of the Secretary vary greatly and their duties often expand beyond what is normally expected of the Secretary.

Responsible To

The secretary is directly responsible to the President of the Club and also the members.

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for club meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club AGM
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.
- With Associations - process transfer applications; enter teams in competitions; represent your club at Association meetings; obtain Association sanction for club events; communicate information between Association and club members, such as event deadlines.
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club committee.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution.

Estimated Time Commitment Required is two to three hours per week.

3. Treasurer

The Treasurer is the chief financial management officer for the club.

Responsible To

The Treasurer is directly responsible to the President of and members of the Club.

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit.

Estimated Time Commitment Required

The management committee

The management committee is responsible to all members for the management and administration of the club/association. Its duties include:

- Ensuring the association complies with its rules;
- Ensuring the club/association is efficiently organised to carry out its objects and to carry out instructions given by the members at general meetings;
- Giving the members adequate information about the committee's actions so they can be endorsed or questioned;
- Ensuring the office-bearers perform their functions adequately;
- Ensuring any sub-committees or employees of the club/association carry out their functions as instructed;
- Providing an evaluation of the club's previous year's activities and recommendations for the coming year;
- Obtaining information about relevant policies and current initiatives of the club/association to ensure they are successfully continued;
- Forward planning through the preparation of a club development plan. This plan provides the basis for setting and working towards change, establishing goals, objectives and priorities, assessing the financial and human resource implications of proposals and for regularly reviewing the process;
- Handing over appropriate written records, references, reports and databases to new committee members so that proper continuity and stability is maintained.

2.0 Roles of office bearers

2.1 The Chairperson

The Chairperson has an important role as a leader within the club/association, as well as ensuring meetings are conducted in an orderly, timely and correct manner. The Chairperson may also act as the club/association's spokesperson, although other members of the management committee might also undertake this role.

When chairing meetings, the Chairperson must know the purpose of the meeting, and how to achieve that purpose i.e. how to start and how and when to stop the meeting. A guaranteed way to kill enthusiasm is to let a meeting drag on until the audience is tired out!

To be a proactive (and successful!) Chairperson, apply the following techniques:

- Lead but do not direct;
- Ensure there is fair discussion on each issue and that all points are expressed before a decision is reached;
- Ensure repetition and straying from the topic are firmly, but courteously curtailed;
- After adequate discussion, impartially summarise the points of view expressed, both for and against, to ensure members know clearly what they will be voting for; and
- Run meetings so that a balance is struck between timeliness and efficiency and keeping the meeting interesting and enjoyable.

2.1.1 Hints for the Chairperson

At the meeting:

- Start on time;
- Follow the agenda strictly, unless directed otherwise by the meeting. Know the agenda order;
- Keep the meeting moving in the desired direction. Be firm but tactful with members who deviate from the point under discussion;
- Be impartial. Be there for the benefit of the meeting. Be a leader;
- Attempt to get all members to contribute to the meeting;
- Be enthusiastic — your enthusiasm will influence the meeting;
- Keep the meeting moving and avoid awkward breaks;
- At the end of the meeting or beginning of any recess, leave the Chair to indicate the end of proceedings.

2.1.2 Annual Report

The Chairperson presents the Annual Report at the Annual General Meeting. It should be a comprehensive summary of the previous year's activities detailing programs conducted, membership changes, physical developments and outstanding achievements. It includes a review of the organisation's financial affairs and a look at plans and aspirations for the future.

2.2 The Secretary

The Secretary is a focal point of the organisation's operations, whose basic function is to keep the records (apart from the financial records) and to deal with all correspondence. Duties include:

- Keeping accurate records of members and committee members to show who is entitled to vote and receive notices;
- Calling meetings and giving notices as required by the constitution;
- Preparing the meeting agendas with the Chairperson;
- Ensuring a record (minutes) of valid meetings and of the decisions made is kept and distributed to members;
- Ensuring letters are written and replied to and that all correspondence is available for inspection. Not all correspondence needs to be tabled at meetings — only that which is relevant and requires the knowledge, attention and/or action of the committee;
- Being a friendly contact person for new members, answering enquiries and liaising with officials, coaches, other clubs, affiliated bodies and government departments.

2.2.1 Writing the Minutes

It is essential to have a correct record of the proceedings of all meetings. The minutes serve as both general and attendance record. In the case of a doubt or dispute they are a legally acceptable reference.

The minutes should be written up soon after the meeting has passed. If you can tape meetings it will be easier to make a written record from the tape. Minutes should be summarised in logical order of discussion and include the names of both the mover and seconder.

The amount of detail included in the Minutes is up to the particular committee to decide. Use 'Action' sub-headings to detail the people delegated to follow up on tasks.

Minutes should ideally be typed and distributed to committee members as soon as possible after the meeting and displayed in a prominent place e.g. noticeboard, for perusal by general members. The agenda should be circulated at least one week before the meeting.

At the start of each meeting, the Minutes of the previous meeting should be accepted as a true and correct record and signed by the Chairperson. To save time members should try to read the Minutes prior to attending the meeting.

2.3 The Treasurer

The Treasurer is responsible for the financial management of the organisation. His/her duties include:

- The preparation and presentation of the financial statements of the organisation;
- The receipt and prompt deposit of all money;
- Making all payments; and
- Providing the necessary information to the organisation's auditor.
- 2.3.1 Receiving money
- All money received by the organisation must be handed to the Treasurer who should issue a receipt for every amount. The Treasurer must then pay all money received into the appropriate official bank account.

2.3.2 Payment of money

All money paid by the organisation should be paid by cheque. Approval for payment is obtained from a general meeting of the organisation where accounts are presented for approval. At the time of the meeting the Treasurer usually obtains the authority to make payments between meeting dates.

Payments should only be made following presentation of an invoice.

2.3.3 Recording transactions

All transactions should be recorded as soon as possible in the organisation's book of accounts. At every meeting the books can be ruled off showing the balance at that date. This helps the Treasurer draw up a comprehensive Treasurer's Report and also ensures the books are checked from meeting to meeting.

2.3.4 Treasurer's Report

The Treasurer's Report should be prepared immediately before each general meeting. A bank statement should be obtained that shows the financial state of the organisation and records the transactions that have occurred since the previous report.

Also at each meeting the Treasurer must present a list of accounts for approval for payment.

2.3.5 Treasurer's Annual Report

At the Annual General Meeting, the Treasurer presents a report on the past year's finances, including a statement of receipts and expenditure with a balance sheet for the past year.

The Annual Report must be audited along with the financial records by a public accountant with suitable accreditation i.e. Chartered Practising Accountant (CPA). Staff of the club's official bank may be able to help with any problems in the preparation of this report.

2.4 Other committee members

The other committee members usually undertake duties relating to specific management tasks such as publicity, recruiting, social functions and fundraising. In larger organisations they may be in charge of a sub-committee responsible for each portfolio. The Executive should identify the best person for each role making every attempt to recruit volunteers with relevant expertise.

Together committee members constitute the fundamental body, which administers the organisation and works towards achieving the club/association's aims.

Source: "The call to order" - Club Administration - Meetings Handbook, Sport & Recreation Tasmania