

# POSITION DESCRIPTIONS



## **PRESIDENT**

The role of the President is to provide the principle leadership and responsibility for the Club and the Committee.

### **Specific duties include but are not limited to:**

- ◆ Chair Committee of Management meetings ensuring that they are run efficiently and effectively
- ◆ Act as a signatory for the Club in all legal purposes and financial purposes
- ◆ Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship
- ◆ Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- ◆ Work with the Committee to ensure:
  1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
  2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- ◆ Serve as a spokesperson for the Club when required
- ◆ 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.

### **Desirable Attributes:**

- ◆ be well informed of all Club activities and able to provide oversight
- ◆ be a person who can 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 Club Constitution, rules and duties of office bearers
- ◆ Be familiar with the Association Incorporations Act (Qld) and the Model Rules
- ◆ 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
- ◆ be able to handle grievances correctly and independently

### **MQ Requirements and Responsibilities**

- ◆ Ensure feedback from Stewards Reports are actioned and addressed
- ◆ Uphold the Member protection policy as outlined in the MOMS
- ◆ Ensure that the a positive atmosphere is created and encouraged at MQ permitted events
- ◆ Work with MQ in promoting the club and sport

In addition, any Committee Member must honour their fiduciary duty to always act in the interests of members as a whole and not represent individual constituents as well as meeting the following requirements:

- ◆ To act in good faith and for proper purpose;
- ◆ To act honestly;
- ◆ Exercise due care and diligence
- ◆ Ensure the organisation does not continue to carry on its business while insolvent;
- ◆ Disclose actual/potential conflicts of interest;
- ◆ Misuse information or their position; and
- ◆ Meet the requirements of various federal and state laws that directly impact on the organisation.

## VICE PRESIDENT

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

### Specific duties include but are not limited to:

- ◆ In the event of the President being unable to fulfill his/her duties to step into that role
- ◆ In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- ◆ Be an alternate signatory for the Club for legal purposes and financial purposes
- ◆ Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- ◆ Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- ◆ Represent the Club at meetings and forums as agreed with by the President
- ◆ Other duties as nominated by the President and / or Committee

### Desirable Attributes:

The Vice President should:

- ◆ 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

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- ◆ To act honestly;
- ◆ Exercise due care and diligence
- ◆ Ensure the organisation does not continue to carry on its business while insolvent;
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# POSITIONS DESCRIPTIONS



## TREASURER

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Club members.

### Specific responsibilities include but are not limited to:

- ◆ Provide advice to the Committee in their management of the Club finances
- ◆ Administer all financial affairs of the Club
- ◆ Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- ◆ Ensure development and Committee review of financial policies and procedures
- ◆ Support any required auditing processes
- ◆ Receipt of all incoming monies
- ◆ Bank all monies received
- ◆ Pay all accounts
- ◆ Maintain accurate records of all income and expenditure
- ◆ Ensure that all receipts and payments concur with bank deposits and withdrawals
- ◆ Monthly financial reports – present at monthly committee meetings
- ◆ Arrange and despatch invoices for periodical payment
- ◆ Issue membership fees
- ◆ Keep accurate record of all membership payments
- ◆ Be a signatory on club account

### Desirable Attributes:

- ◆ Good Organisational Skills
- ◆ Has some financial expertise & use of spreadsheets / basic account packages
- ◆ Ability to maintain accurate records
- ◆ Dedicated Club Person
- ◆ Honest/Trustworthy
- ◆ Computer skills
- ◆ Good communication skills

### MQ Requirements and Responsibilities

- ◆ Ensure Invoices are paid on time
- ◆ Ensure MQ Statements are provided at Club Committee Meetings
- ◆ Maintain a schedule of Event fee's to be consolidated

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# POSITION DESCRIPTIONS



## SECRETARY

### Specific duties include but are not limited to:

- ♦ Maintain records of the Committee and ensure effective management of Club's records
- ♦ Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days
- ♦ Development of the agenda in consultation with other Committee members and distribution prior to the meeting
- ♦ Is sufficiently familiar with all current Club documents to note applicability during meetings
- ♦ Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- ♦ Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- ♦ Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- ♦ The Secretary ensures that official records are maintained of members of the Club and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- ♦ Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- ♦ Ensure that proper notification is given of Committee and Club meetings as specified in the bylaws
- ♦ Manage the general correspondence of the Committee except for such correspondence assigned to others
- ♦ Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- ♦ Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards
- ♦ The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

### Desirable Attributes:

The Secretary should:

- ♦ be organized
- ♦ have computer skills
- ♦ be a good communicator
- ♦ be able to keep confidential matters confidential.

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## ORDINARY COMMITTEE MEMBER

An Ordinary Committee Member shall be required to carry out the following duties:

- ◆ Attend all functions held by the Organisation as requested;
- ◆ Take reasonable steps to place themselves in a position to monitor the management of the organisation;
- ◆ Attend committee meetings whenever they are reasonably able to do so, but are not bound to attend all meetings;
- ◆ At least obtain a general understanding of the business of the organisation and the effect which the changing economy may have on that business;
- ◆ Rely upon expert or professional advice in the situations which require specialist knowledge;
- ◆ Keep themselves informed about the activities of the organisation;
- ◆ Generally monitor the affairs and policies of the organisation;
- ◆ Undertake a regular review of the financial statements, and make further enquiry from that review if necessary; and
- ◆ Carry out other such duties as may be referred to them by the Committee of Management

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