

President

The President provides leadership to the Club and chairs the Committee, ensuring the Club operates effectively and in accordance with its Constitution, policies and decisions.

Duties

- Chair Committee and general meetings and ensure meetings are conducted in an orderly and constructive manner.
- Provide leadership and direction to the Committee in progressing the Club's objectives and priorities.
- Support the Committee in making decisions in the best interests of the Club and its members.
- Represent the Club at external meetings, events and other occasions as required.
- Work with the Secretary to ensure Committee business, actions and decisions are progressed appropriately.
- Support and encourage Committee members, Convenors and other Club volunteers in their roles.
- Support the development of future Club leaders and effective succession planning within the Committee.
- Provide a regular President's message or other information for Club communications as required.
- Maintain confidentiality and act impartially and ethically.

Authority

The President operates within the Constitution, policies, procedures and decisions approved by the Committee. The President does not have authority to make decisions or financial commitments on behalf of the Club outside the authority delegated by the Committee.

Vice-President

The Vice-President supports the President and Committee in providing effective leadership of the Club and acts for the President when required.

Duties

- Chair Committee and general meetings and undertake the functions of the President when the President is unavailable.
- Support the President in progressing Club priorities and matters requiring attention, particularly during busy periods or when additional support is required.
- Participate actively in Committee discussions, decisions and the development of Club priorities.
- Support the development of future Club leaders and effective succession planning within the Committee.

- Encourage and support Committee members, Convenors and other Club volunteers where appropriate.
- Represent the Club at meetings, events or other occasions as requested by the President or Committee.
- Maintain confidentiality and act impartially and ethically.

Authority

The Vice-President operates within the Constitution, policies, procedures and decisions approved by the Committee. When acting for the President, the Vice-President has the authority of the President only to the extent permitted by the Constitution or specifically delegated by the Committee. The Vice-President does not have authority to make decisions or financial commitments on behalf of the Club outside the authority delegated by the Committee.

Secretary / Public Officer

The Secretary is responsible for the effective administration of the Club and provides the administrative link between the Committee, members, subcommittees and external organisations. The Secretary supports the Committee by maintaining accurate records, coordinating meetings and correspondence, and ensuring important Club and governance information is properly maintained.

Duties

- Maintain the records of the business of the Club.
- Prepare and distribute accurate minutes of Committee and general meetings, including resolutions and actions arising.
- In consultation with the President, prepare agendas for Committee and general meetings.
- Arrange meeting dates, venues and other administrative requirements as required.
- Maintain the Club's register of members and other membership records as required.
- Receive, respond to and file Club correspondence, referring matters to the appropriate Committee member where necessary.
- Maintain the Club's governance and legal records, including the Constitution, policies, leases, insurance, affiliations and other important documents.
- Ensure Club records and documents are maintained in an organised and accessible manner.
- Coordinate administrative requirements for the AGM and other general meetings.
- Provide members with access to Club records where required under the Constitution.
- Support the Committee with governance and administrative matters as required.
- Maintain confidentiality and act impartially and ethically.

Authority

The Secretary operates within the Constitution, policies, procedures and directions approved by the Committee. The Secretary does not have authority to make decisions or financial commitments on behalf of the Club unless authorised by the Committee.

Public Officer responsibilities

The Secretary ordinarily holds the position of Public Officer of the Club. The Public Officer's responsibilities are separate from the Secretary's general administrative duties and include:

- Act as the official contact for the incorporated association.
- Receive documents formally served on the Club and bring them to the attention of the Committee as soon as practicable.
- Ensure required notifications are made to NSW Fair Trading within the prescribed timeframes.

- Ensure Club documents required to be held by the Public Officer are retained securely.
 - On a change of Public Officer, ensure the required Club documents are provided to the incoming Public Officer within the prescribed timeframe.
 - Perform any other duties of the Public Officer required under the relevant legislation or the Club's Constitution.
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Treasurer

The Treasurer is responsible for the financial administration of the Club and for providing the Committee with accurate and timely financial information. The Treasurer ensures Club finances are managed in accordance with the Constitution, the Financial Delegation and decisions of the Committee.

Duties

- Prepare and present regular financial reports to the Committee.
- Prepare the annual budget for Committee approval.
- Maintain accurate financial records, including income, expenditure and payments.
- Ensure money owed to the Club is collected and Club payments are made when properly authorised.
- Monitor the Club's financial position and advise the Committee of any significant issues or concerns.
- Manage banking and investment accounts as directed by the Committee.
- Prepare the annual financial statements and arrange any financial review, audit or other financial reporting required by the Committee, NSW Fair Trading or a funding agreement.
- Provide financial information required for grants or other reporting requirements.
- Maintain confidentiality and act impartially and ethically.

Authority

The Treasurer operates within the Constitution, policies, procedures and directions approved by the Committee.

Financial Authority

The Treasurer operates within the Club's Financial Delegation and the authority approved by the Committee. The Treasurer does not have authority to approve expenditure or make financial commitments beyond that authority.

Ordinary Committee Member (3 positions)

Committee Members contribute to the governance and effective operation of the Club by participating in Committee decisions and supporting the Club's activities and objectives.

Duties

- Attend Committee meetings and participate actively in Committee discussions and decision-making.
- Contribute knowledge, experience and ideas to assist the Committee in progressing Club priorities.
- Consider and vote on matters brought before the Committee as required.
- Support the implementation of Committee decisions and agreed Club activities.

- Work within the Constitution, policies, procedures and decisions of the Committee.
- Support Committee members, Convenors and other Club volunteers where appropriate.
- Maintain confidentiality and act impartially and ethically.

Authority

Committee Members exercise authority as members of the Committee in accordance with the Constitution and decisions of the Committee. An individual Committee Member does not have authority to make decisions or financial commitments on behalf of the Club unless specifically authorised by the Committee.
