

SANDY BAY ROWING CLUB – MANAGEMENT COMMITTEE ROLES AND RESPONSIBILITIES

PURPOSE

This By-Law describes the roles & responsibilities of the SBRC Management Committee (MC) members. The Structure of the committee is defined in the club constitution:

Management of the club is to be undertaken by the Management Committee (MC) elected by the members at the Annual General Meeting (AGM) & consists of

- a) *President*
- b) *Vice-President*
- c) *Secretary*
- d) *Treasurer*
- e) *Club Captain*
- f) *Up to five (5) committee members*

The By-Law must be read within the context of the SBRC Constitution, current Strategic Plan & values developed in consultation with the membership. The Management Committee reports to the membership at the AGM.

PRESIDENT

The President is responsible for chairing the MC meetings & providing guidance & leadership for the club's overall administration. The President ensures that the MC meetings are run efficiently & fairly allowing all views to be heard & considered.

Duties of the president include:

1. Attend & chair all MC meetings ensuring the business of the meeting is dealt with effectively & efficiently.
2. In the absence of the Club Patron the President will chair the AGM.
3. Have a good working knowledge of the club Constitution, by-laws, policies & the duties of all other committee members, subcommittees, & key volunteers.
4. Be aware of the future directions & plans of the club as determined by the strategic & operational plans.
5. Be well informed of all the club's activities & act as a facilitator for club activities.
6. Represent the club at the local, regional, & national level. Including the media when required. Views of the SBRC MC should be sought where possible
7. Facilitate open & constructive communications amongst committee members & encourage their contribution to committee deliberations.
8. Demonstrate & encourage a culture aligned with the values of the SBRC.
9. Act as an information/support officer for the purposes of the SBRC Complaints Procedure.

VICE PRESIDENT

The role of the Vice President is generally to work closely with & support the President. The Vice President will undertake the duties & the responsibilities of the President if he/she becomes unavailable for any reason.

Duties of the Vice President include:

1. Attend all MC meetings.
2. In the absence of the President, chair MC meetings.
3. In the absence of the Patron & President, the Vice-President will chair the AGM.
4. Be well informed of all the club's activities & act as a facilitator for club activities.
5. Act as an information/support officer for the purposes of the SBRC Complaints Procedure.

SECRETARY

The Secretary is the chief administration officer of the club & provides the coordinating link between members, the management committee, & outside agencies. The Secretary coordinates & facilitates club activities specifically in relation to correspondence & communication with members & other stakeholders.

Duties of the Secretary include:

1. Attend all MC meetings.
2. In cooperation with the President, prepare & circulate MC agendas.
3. Take minutes of all MC meetings & distribute them to committee members in a timely manner.
4. Keep a record of inward & outward correspondence on behalf of the club & the MC.
5. The Secretary is the **public officer** of the club as defined by the incorporations act.
6. Prepare the annual report for the AGM.
7. Manage the club email account & social media, including an up-to-date list of email contacts for members.
8. Manage the records of club business.
9. In cooperation with the Treasurer, maintain an accurate & up to date register of members.
10. Act as an information/support officer for the purposes of the SBRC Complaints Procedure.

TREASURER

The Treasurer is responsible for ensuring that the MC is empowered to meet the financial obligations of the club. The Treasurer reports to the MC. Duties of the Treasurer include:

1. Attend all MC meetings.
2. Participate in & facilitate budget consistent with Strategic and Operational Plan
3. Manage the club's banking.
4. Maintain accurate & up to date records of all income & expenditure.
5. Issue accounts for moneys due to the club including, but not limited to:
 - a. Membership fees as determined by the MC
 - b. Seat fees accrued by individual members.
6. Pay accounts for approved expenditure.
7. Provide financial reports to each MC meeting & AGM.
8. Maintain a comprehensive register of club assets & depreciation schedule

9. In consultation with the Club Captain, maintain the insurance register; ensuring all insurance cover is comprehensive & current.
10. Act as an information/support officer for the purposes of the SBRC Complaints Procedure.

CLUB CAPTAIN

The Club Captain is responsible for all on-water activities & reports to the Management Committee. The Club captain is the **safety officer** whose duty is to coordinate the implementation of an appropriate safety program in accordance with local water safety guidelines, the RA 'On-water Code of Conduct' & the recommendations provided within these Guidelines. (Rowing Australia On-water safety guidelines May 2010).

Duties of the Club Captain include:

1. Be well informed of all the club's activities. Coordinate & facilitate club activities specifically in relation to:
 - a. Safety - investigate & report incidents & near-incidents regarding on-water safety,
 - b. Maintenance & repair of boats & equipment,
 - c. Maintenance of facilities & fuel.
2. To consult with coaches on a regular basis to plan & coordinate:
 - a. The equitable use of boats & equipment for on-water training,
 - b. Rosters for training times.
3. To be responsible for the day to day activities at the Club including on water, boat loading/unloading and transport of boats. If any breaches to training times, equipment usage or breakages it is the CC responsibility to address these immediately and feedback to the MC
4. In consultation with coaches' athletes & crews, make recommendations to the committee about:
 - a. The nature & type of equipment to replace &/or enhance club assets,
 - b. The use of equipment by club members & coaches.
5. In consultation with coaches' athletes & crews, coordinate the allocation of boats & equipment to local, State & National competitions.
6. With the approval of the MC, give reasonable priority for the use of equipment to senior &/or elite crews training specifically for State championships, Australian championships, Tasmanian or Australian representation.
7. Manage the loading/unloading and transport of boats & equipment to local, State & National competitions.
8. Provide a report to each regular MC meeting about the state of repair of the facilities & equipment & any maintenance required.
9. Provide a report to the AGM to be included in the annual report.
10. In consultation with the Treasurer, maintain the insurance register; ensuring all insurance cover is comprehensive & current.
11. With the approval of the MC, the Club Captain may nominate a Vice Captain(s) & a Regatta Manager/Entries Officer to assist with the duties of Club Captain.
12. Act as an information/support officer for the purposes of the SBRC Complaints procedure.

REGATTA MANAGER/ENTRIES OFFICER

1. To gather information from the coaches, master's rowers and all crews as to their entry requirements for State Pennant regattas. Allocate boats in consultation with the Club Captain and coaches and complete the necessary entries.

COMMITTEE MEMBERS

Committee members participate in discussions of the MC & support all the club's activities. Duties of the committee members include:

1. Attend all MC meetings.
2. Represent the various groups within the club including but not limited to junior, senior, masters & volunteers.
3. Assist the members of the MC executive as & when required.
4. Participate/manage the activities of any sub committee appointed by the MC.
5. Act as an information/support officer for the purposes of the SBRC Complaints Procedure.

MEETING PROCEDURE

Clause 7 of the SBRC Constitution describes the meetings of the MC.

The schedule for meetings may be determined by the committee as frequently as necessary to conduct the activities of the club.

The President or (in his/her absence) the Vice President will chair the meetings. If neither the President nor the Vice President can attend a meeting, then a chairperson may be nominated by the committee members present to chair that meeting.

A quorum for meetings of the management committee is a half plus one.

Committee of management meetings are formal meetings. Decisions & actions may be reached by consensus or there may be times where formal meeting protocol is required.

AGENDA & MINUTES

The agenda should be drawn up jointly by the President & Secretary. The agenda & any relevant information should be circulated prior to the meeting so that members may attend the meeting prepared to make a well-informed contribution. The agenda can be changed at any time and is not binding on the members as it is set, there must be some flexibility within a meeting to consider those things that may become known to the membership following the forwarding of the agenda.

The business of the meeting is recorded in the minutes once the chairperson (President) declares the meeting officially open. The minutes record all members present, any visitors or special guests & any apologies. Draft minutes should be distributed to the committee at the secretary's earliest possible convenience after each meeting.

The following meeting may determine that the draft minutes require clarification. Once any amendments have been made, A motion should be called 'that the minutes be accepted as a true & accurate record of the previous meeting'. Both the mover & the seconder must have been present at that previous meeting.

The date, time & venue for the next meeting should be agreed prior to the meeting being closed.

The time for winding up the proceedings is at the discretion of the chairperson once the business of the meeting has been concluded or when continuing will serve no further purpose the meeting will be closed.

FORMAL MEETING PROTOCOL

From time to time, more formal protocol may be required. If a committee member (or club member who is not a committee member) wishes to have a specific issue discussed a notice of motion should be made to the Chairperson (who is responsible for managing priority of business) prior to the meeting. The motion may then be added to the agenda & circulated to the members. The motion should be clear, concise, & unambiguous. Any motion proposed without sufficient notice may be rejected by the chairperson but will then be accepted as notice of motion for the next meeting.

At the meeting the chairperson will ask the mover to introduce the motion & state their case to the meeting on that motion only. The mover will have a right of reply (a second opportunity to speak) at the end of debate.

Any motion proposed must have a seconder. Where there is no seconder, the motion lapses & further deliberation is not required. The seconder may speak to the motion when he/she seconds the motion or reserve a speech until after further debate. A seconder has no right of reply.

Once a motion has been proposed & seconded. The chairperson may ask '*Does anyone wish to speak against the motion?*' If no, the motion may immediately be put to the vote. If yes, the order of debate should be speaker against the motion alternating with speaker for the motion. Each member may speak only once except the mover's right of reply & any point of order or personal explanation such as correcting a misquote.

An amendment to a motion may be introduced through the chair. It must be relevant, clear, & precise. An amendment may add to or subtract from the motion or alter the wording of the motion but may not negate the motion. Neither the mover nor the seconder of the original motion or prior amendments may move or second an amendment.

When an amendment is raised, all that have spoken previously may speak again. Before any vote is taken, the chairperson should make sure that those at the meeting understand the points for & against, & the actual wording of the amendment. If required, the chairperson may summarise the points for & against the motion prior to the vote. Where an amendment is carried, it is incorporated into the motion, which can then be further discussed or amended.

At the end of debate the chairperson will put the motion to the vote by show of hands. The motion (with any amendments) should be read out by the secretary prior to the vote. The SBRC constitution permits the chairperson a deliberative vote. If there is a tied vote the chairperson has a casting vote. The chairperson must declare that a motion has been carried unanimously, or carried by a particular majority, or lost & the result must be recorded in the minutes of the meeting.