

Brisbane Water Bridge Club Inc

Roles and Responsibilities of Committee Members

(This policy will be provided to each person nominating for a Committee position before the election)

Committee members are appointed according to your association's rules.

The Committee will:

- Act in good faith and for a proper purpose
- Not misuse information or position
- Disclose and manage conflicts of interest
- Carry out functions for the benefit of the association with due care and diligence
- Keep confidential matters discussed at Committee meetings
- Ensure proper minutes and financial records are kept in accordance with requirements for Tier 2 associations (Fair Trading)
- Appoint a Public Officer and a Recorder and ensure that incumbents of these positions are aware of their roles and responsibilities
- Appoint sub-committees where required and appoint a chairperson to that sub-committee. Sub committees will report to the Committee.
- Maintain the association's financial viability
- Ensure the association's purposes are being achieved
- Keep up to date with legal requirements
- Sign contracts on the association's behalf.

Obligations of Committee Members

- Put the interests of the organisation at the foremost in their deliberations
- Be honest, act in good faith and do not use their role or information obtained as a Committee member dishonestly
- Their position as a committee member is not used dishonestly
- Disclose any potential conflict of interest by acknowledging likely conflicts and withdrawing from any related discussion or decisions, (and ensuring these steps are noted in the minutes of the meeting)
- Keep up to date by reading the minutes, reports and any other necessary meeting papers;
- All documents in their possession, belonging to the association, are delivered to the public officer within 14 days after vacating office
- They comply with any additional duty set out in the association's constitution.

Role Descriptions

President

- Ensure the management committee functions properly
- Plan and run meetings in accordance with the Constitution
- Advocate for and represent the organisation at external meetings and events.
- Be aware of current issues that might affect the organisation.
- Ensure matters are dealt with in an orderly, efficient manner.
- Bring impartiality and objectivity to meetings and decision-making.
- Facilitate change and address conflict within the board.
- Ensure the decisions of the committee are carried out as quickly as possible
- Plan for recruitment and renewal of the Committee.

- Communicate effectively the vision and purpose of the organisation.
- Ensure all members have the opportunity to speak

Vice President

- Assisting the Chair with their duties and filling in as the Chair in their absence

Secretary

- Record and maintain all minutes in relation to Committee, General and Extra-ordinary meetings of the Club
- Prepare all material required (including but not limited to Minutes, Agendas, Notice of Motions, Correspondence, etc) for the AGM and Extra-ordinary meetings including Motions passed by the Committee and requiring member ratification;
- Distribute minutes to Committee members in a timely manner
- Prepare an agenda for the next meeting in consultation with the President and Committee members
- Receive and distribute correspondence to the relevant persons including the club email
- Keep correspondence folder up to date at all times.
- Distribute flyers concerning other clubs' events, Congresses and competitions that may interest members.
- Support / assist the President and Committee Members in the efficient running of the meeting
- Maintain an accurate and up to date members list both in spreadsheet and email form
- Ensure the documentation required annually for Fair Trading is completed on time

Treasurer

- General financial oversight
- Present monthly reports to the Committee
- Prepare accounts for audit
- Present accounts at the AGM
- Manage bank accounts
- Set up and maintain appropriate systems for book keeping, payments, lodgement and petty cash
- Ensure everyone handling money keeps proper records and documentation
- Banking, book keeping and record keeping
- Ensure record keeping and accounts meet the conditions of statutory bodies e.g Preparation of Fair Trading Tier 2 Document within 1 month of the AGM

Recorder (not a Committee Position)

The club has appointed one of its members to act as Recorder. This position exists for recording any events which occur at the club, which are seen as not being in the best interest of the Club.

Members should report to the Recorder, perhaps after first consulting the Director, events in the following categories:

- Suspicion of cheating or deliberate passing of illegal information;
- Offensive behaviour;
- The occurrence of psychic bids.

Periodically, the Committee may request to see the Recorder's book, and may take action if an individual has repeatedly been reported. Reports must be made in writing and placed in an envelope and either handed to the Secretary or posted to the Club. Verbal reports will not be accepted.

In all cases, the basic principle that no member can be accused without being made aware of the source and nature of the accusation and without being given the right to answer, must be protected. The Recorder may attend the Committee meetings when she/he believes that a matter may need to be resolved by the Committee.