**Duties of Burley Griffin Canoe Club Committee Positions (July 2021)**

**Public Officer**: (An ACT Government-required position, but not a committee member)

Submits Annual Return (Access Canberra Form AR) and Change of Committee Particulars (Access Canberra Form A9) to Access Canberra following BGCC’s AGM. Responsible for general liaison with Government departments on Club related matters.

**Officers of the Club:**

**President**

Be a supportive leader of all club members over all disciplines.

Be well informed of all club activities, plans and future directions of the club and its members.

Manage club committee and other meetings as chairperson –or appoint a replacement to chair.

Ensure that planning and budgeting is carried out in accordance with the wishes of club members and within the bounds of the club’s Constitution.

Act as liaison with ACT Govt & other outside bodies

As per club’s financial arrangements, approves invoices from club members

Access to online banking to assist in transfer club funds as required, signature with bank for chq signing

Delegate to other club members such duties as are needed for the smooth running of the club.

**Vice-President:**

Acts in the position of the President in periods of his or her absence.

Has a good working knowledge of the club’s Constitution, club rules and the duties of all Office

Holders and Sub-Committees.

As per club’s financial arrangements, approves invoices from club members

Access to online banking to assist in transfer club funds as required, signature with bank for chq signing

**Secretary:**

Is the chief administrative officer for the club; he or she provides the link between members, committee and external organisations

Receives and records all incoming and outgoing correspondence

Provides the agenda for club meetings and records the minutes of all meetings

Provides WebMaster with copies of Minutes for website

As per club’s financial arrangements, approves invoices from club members

Access to online banking to assist in transfer club funds as required, signature with bank for chq signing

May assist in replying to inquiries via info@bgcc

Maintainsdefinitive copies of all official documents; including the Constitution, Club Rules, Letter-head, etc.

**Treasurer:** **bookkeeping aspects have been outsourced**

Is responsible for advising the committee on the financial situation of the club,

Is responsible for the financial management of the club,

Makes sure balance in Debit Card account will cover expected payments.

Is go between committee and outsourced Accountant

Presents invoices for approval by the committee as per club’s financial arrangements

Approves invoices from club members, (other committee members do this)

Forwards invoices to Accountant for payment

Collects and banks club monies

Access to online banking to transfer club funds as required, signature with bank for chq signing

**Out Sourced CPA**

Maintains a record of all current Income and Expenditure, presenting a monthly update to all club meetings

Under instruction of Treasurer or President, pay approved invoices from Debit Card account

Prepares monthly financial reports for Committee meetings

Prepares annual financial accounts for auditing.

Organises Audit report before AGM in September (pref by end July)

**Boat Captain**:

**Detailed Duty Statement on Website under Administration – update annually.**

Keeps a record of all equipment owned by BGCC and suggests any equipment replacement needs.

Allocates racks for the storage of both club and privately-owned/stored boats.

Keeps up to date records of rack/member details

Is the contact for members requesting boats for races etc.

If appropriate, performs minor repairs to club boats and/or arrange for damaged boats to be repaired off-site.

Keeps shed supplies up to date, ie cleaners, toilet paper etc.

**Safety Officer**

Give advice to the Committee on safety issues in relation to

* shed, boats, equipment and facilities
* environmental and health issues such as, smoke, blue/green algae and Covid
* the conduct of events
* club rules and procedures
* content of training and education programs

Assist the Committee engender a culture of individual responsibility in relation to safety, consistent with

* applicable legislation
* Paddle Australia and Paddle NSW safety standards
* ACT Public Health Directions
* what an ordinary person would consider reasonable.

***One of these executive members will also hold the club debit card – one individual can hold it through several appointments to various positions. (Ie Patricia first received it as President & held it as Secretary and VP)***

**Committee Members:**

**Two Ordinary Members:**

Aim to have people from different disciplines to ensure a greater spread of expertise in the Committee.

Take on ad hoc tasks, ie look into insurance, special purchases…

Other club positions: (Not Committee positions)

**Membership Secretary**:

Not a committee position as person will need a good working knowledge of various systems which may mean position needs to be held for more than 2 years , ie, GoMembership & Register Now

Is point of contact for club members with any membership issues.

Keeps an up-to-date record of all club members via GoMembership and personal spreadsheets;

Advise members with any payments for club extras, ie shed key or storage.

Up-dates on-line payment systems for club memberships and club extras, annually in May and monthly from January till May.

Reports to the committee on membership details

Confirms membership fees with committee, annually in April.

**Edito**r:

Requests and edits contributions to the monthly publication of Blazing Paddles club newsletter.

Publishes newsletter on-line and sends out a club email to let club members know it is available.

Look into a more up to date method of communication, keeping articles accessible for use in Annual Reports and for Awards and historical interest.

**Coaches’Representative**:

Does not need to be a coach, but takes up any concerns of coaches with the committee.

Coordinates coaches getting their qualifications: courses, first aid qualifications, etc.

**Web Maestro**:

Under instruction from committee members keep the club’s web-site up-to-date

Advises committee on security issues

**Discipline Conveners**:

Needed for each paddling discipline, to represent their discipline at open meetings or by special request at Committee meetings.

**Canoe Polo Convenor**

Ensure that all players are current members

Organise payments to cover pool hire and forward invoices to the treasurer.

Liaise with the committee on boat/gear requirements

Update committee on events run by BGCC, ensure that any approvals etc are in place.

Organise items for Blazing Paddles

Liaise with sub committee on awards for players

Report to committee monthly, via email or at a committee meeting.

**Marathon Convenor**

Encourage members to take part in Divisional, Ultra Marathon and other races, organise transport where required

Write up regular reports for BP’s

Keep track of Divisional winners etc for awards

Work with Event Manager to run our Divisional Race and Bash

Organise info and or training for Ultra Marathons ie Nelligen long distance paddle or night paddles

Liaise with PNSW as appropriate

Ensures their discipline is able to conduct events and training in a suitable manner.

**Beginners convenor**

Run inductions for new members

Arrange coaching times for beginners and group paddles

Encourage new paddlers to join existing training groups and try new boats

Organise one off sessions, ie technique with Margi or rescue sessions etc

Work with Boat Captain to ensure beginners boats are in good condition.

**Event Manager**

Organise approvals for events well in advance – DivisionalRace, Bash, 24 Hour

Follow Event Management Planner

Organise volunteers to action the Plan

Arrange Update of Risk Management Plans

**Paddle to Fitness/Time Trials**

Organise weekly timed paddle – time participants

Send times to WebMaster for inclusion on website

Print out entry forms

Encourage those not ‘racing’ to get together for a group paddle

And then .... the rest!

Throughout the year there are many things which need to be done –some annually, or weekly, or for a special event. Things like washing the boat wipe-down towels, shed clean-ups, canoe polo field maintenance, pontoon maintenance, food preparation and cooking at barbecues, time-keeping at time trials, umpiring at CP games, applying for ACT Government Grants, cleaning the kitchen area, club trailer maintenance, etc. etc.!!