

MANAGEMENT COMMITTEE RESPONSIBILITIES

July 2016

Responsibility

The Management Committee is responsible for the running of the Association in accordance with the Constitution and Association Documents. Particularly ensuring that the Association meets all legal and statutory authority requirements and maintains the Association in a viable financial position.

Additionally, each Committee members role and responsibilities are covered below.

The Commodore is responsible for:

- Providing leadership for the Management Committee and Association Members, and be the chairperson at Annual and General Meetings.
- Securing guest speakers for General Meetings.
- Maintain the official copies of the Constitution and Policy documents, signed and dated by the Commodore.

The Vice Commodore is responsible for:

- In addition to supporting the Commodore and being his representative in his absence.
- Is responsible for Association sponsorship, advertising and trophies (Presentation night)

The Past Commodore is responsible for:

- Maintaining continuity and leadership to the new Commodore

The Secretary is responsible for:

- Providing a true record of the proceedings at General Meetings, Annual General Meetings and Management Meetings and forwarding to the Editor for timely publication.
- Managing all correspondence including collection of mail from the Post Office box and distribution to the relevant Management Committee Member for reference and subsequent action required.
- Maintain all forms and other documents as identified on the Club Document Register.

The Treasurer is responsible for:

- Maintaining accurate account records of the Association finances and monitor investments to provide advice to the Management Committee to maximize revenue.
- Presenting a financial statement at General meetings.
- Provide an Annual Statement for the end of the Association year to be presented at the Annual General Meeting.
- Provide a budget for Management's use as basis for the setting of the annual membership fee review.
- Thank advertisers for their support and enclose an invoice for their continued support when due.
- Recommend price structure for Advertising and Sponsorship.

The 3 Ordinary Members responsibilities:

- To support the other members of the committee by filling the following positions were possible.

Magazine Editor

Produce and distribute 11 copies per year
 Members to have copy 1 week before general meetings
 Maintain adds as directed by the Vice Commodore
 Closing date for submissions
 Program, Deck Notes
 Special welcome for new members
 Maintain and manage production costs as per budget

Equipment Auditor

Audit boats for racing
 Audit boats for cruising (NSW Maritime)
 Liaise with NSW Maritime as required
 Promote safety and awareness activities
 Nominate deputies
 Allocate inspection days
 Keep the Committee up to date with a list of certificates issued

Historian	Maintain copies of club newsletter Prepare articles for inclusion into newsletter Annually prepare an historical record of the year's club activities for the AGM
Equipment Officer	Prepare & maintain a list of club assets. Recommend new additions and repairs Maintain equipment Establish budget for replacement and inclusions Keep bunker Clean
Point's allocation	Keep updated as per Points Allocation Document
Social Organiser	Organise the following events as approved by club members (Presentation night, Christmas function, Kids/Picnic Day) Australia Day, Other activities as needed.
Race Organiser	Organise the Races as per the Club Program.
Cruise Organiser	Organise the Cruises as per the Club Program.
Web Page	Content to be managed by the Management Committee, and maintained by their nominee.
Membership Officer	Promote and encourage new membership Manage Club Burgee sales Maintain membership list in a format that is user friendly in addition to the statutory requirements of the public officer

Committee Meetings

The frequency of meetings of the Management Committee, shall be not less than once each quarter. At the request of the Commodore, a meeting may be called 30 minutes prior to a General Meeting to expedite urgent issues.

The frequency of meetings of the Director's functions shall be "as required" to perform the function to the satisfaction of the members.

All Management meetings shall be minuted and copies forwarded to the Commodore with copies to the Editor.

General Meetings

- The agenda for General Meetings shall be:
- Attendance book signed.
- Apologies for non-attendance
- Reading and acceptance of the minutes from the previous General Meeting.
- Matters arising from the previous minutes.
- Correspondence in
- Correspondence out.
- Treasurer's report
- Racing report
- Cruising report
- Club Activities report.
- Editors report.
- General business
- Next meeting date, time and location.

Communication to Members

In order to ensure that all members are fully informed of the activities of the club, it is the responsibility of the Commodore, Treasurer and Function Organisers to report their activities regularly in the Association Newsletter.

Valerie Harrison
Commodore