

## EXECUTIVE ROLES & RESPONSIBILITIES

### PRESIDENT

- Oversee club activities
- Prep for and chair the monthly meetings
- Liaise with Executive and General committee members
- Approve outgoing expenses

### Vice President

- Be available to step in to Chair the monthly meetings when required
- Help with club activities

### Treasurer

- Handle day-to-day finances
- Reconcile the Monthly Accounts
- Provide financial report for monthly committee meeting
- Prepare accounts for Financial Year End
- Record and bank income
- Keep cashbook up to date
- Send invoices when required
- File Annual Financial Statement with the Registrar of Incorporated Societies

### Club Captain

- Introduce new members to the club. Show them the various club boats and gear, talk through the water safety requirements
- Manage the fleet of boats to ensure they are in good working order. This includes selling off old stock when new boats are added to the fleet
- Co-ordinate any boat repairs as and when required
- Monitoring the Boat Racks. Ensuring all member boats in the racks have been paid for as part of their annual membership subscription.
- Organise for boat owners to remove their boats if there rack fees are not paid up.

### Multisport co-ordinator

- Planning work for South Head Challenge
- Co-ordinate sub-committee for South Head Challenge
- Co-ordinate multisport workshops
- Co-ordinate multisport kayak trips

### IRB Manager

- Maintain the IRB and ensure all safety equipment is in good working order
- Ensure Warrant of Fitness is up to date
- Ensure petrol container is full

### Secretary / Administrator (Paid Role)

- Manage Club Newsletter:
  - Collate articles and photos
  - Source race results
  - Write articles where necessary
  - List submarines & new members
  - Insert notices
  - Update event calendar and tide chart
  - Print several hard copies for club rooms
  - Upload to website
  - Email to club members
- Manage Website:
  - Keep content up to date
  - Update events calendar
  - Upload newsletters
  - Alter content as necessary
  - Update membership form in July
- Manage Accounts:
  - Prepare invoices for payment
- Correspondence:
  - Regularly clear club post office box
  - Answer email enquiries
  - Send regular email notices, updates, and reminders
  - Monitor incoming mail and forward to the relevant person if needed
  - Send any official club correspondence
- Membership Management:
  - Process membership applications
  - Match bank payments to membership forms
  - Keep membership database up to date
  - Let new members know the access combination etc.
  - Send renewal notices at the end of financial year
  - Monitor Club Kayak bookings
- Meetings:
  - Take minutes
  - Circulate minutes
  - Send email reminder a few days before committee meeting

### General Committee Member

The role of a general committee member is to be involved at each of the monthly committee meetings (The 2<sup>nd</sup> Wednesday of each month at 7:30). This includes having your say on the day to day running of the club and helping-out where needed.

This is not an onerous role but it is important. Each committee member brings varying levels of expertise and skills sets that makes for a stronger committee.

## PROPOSED NEW ROLES

### Events Co-ordinator

- Co-ordinate annual calendar of club events
- Manage Events Calendar & Results on club website:
  - o List club and other kayak / multisport events
  - o List club events on other online race calendars (eg Sportzhub, CRNZ, multisport.org.nz etc)
  - o Upload Results
- Promote Events on Social Media – actively promote events on the WCMC Facebook Group and other relevant Facebook groups
- Co-ordinate sub-committee for managing events, this include:
  - o Event planning
  - o Time Keeping
  - o Food
  - o Prizes

### Club Coach (Non-Executive Role)

- Co-ordinate regular coaching sessions during the week (morning or evening)
- Attend the monthly committee meeting and report on coaching progress
- Co-ordinate a coaching sub-committee for:
  - o Promoting coaching opportunities
  - o Junior coaching and pathways for schools