

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:
 - o Collate articles and photos
 - o Source race results
 - o Write articles where necessary
 - o List submarines & new members
 - o Insert notices
 - o Update event calendar and tide chart
 - o Print several hard copies for club rooms
 - o Upload to website
 - o Email to club members
- Manage Website:
 - o Keep content up to date
 - o Update events calendar
 - o Upload newsletters
 - o Alter content as necessary
 - o Update membership form in July
- Manage Accounts:
 - o Prepare invoices for payment
- Correspondence:
 - o Regularly clear club post office box
 - o Answer email enquiries
 - o Send regular email notices, updates, and reminders
 - o Monitor incoming mail and forward to the relevant person if needed
 - o Send any official club correspondence
- Membership Management:
 - o Process membership applications
 - o Match bank payments to membership forms
 - o Keep membership database up to date
 - o Let new members know the access combination etc.
 - o Send renewal notices at the end of financial year
 - o Monitor Club Kayak bookings
- Meetings:
 - o Take minutes
 - o Circulate minutes
 - o 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 2nd 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