

Weimaraner Social Club WA

Club Committee – Roles and Responsibilities

Ever wondered what your club committee does for you, or what the job entails before you volunteer? The following lists give an idea of the kinds of activities each role performs within the club, and the level of commitment required to support our club members each year.

General Club meetings:

Date: Once a quarter

Time: 7pm to 9.30pm

Location: Rotational basis at committee members home

Annual General Meeting (AGM):

The Fiscal year is 1 Jan to 31 Dec.

Date: To be held in Dec, actual date to be advised.

Time and Location: To be advised

Committee Positions

President

- The club president is responsible for all club activities.
- Is an ex-officio member of all sub-committees and should offer guidance to sub-committees in planning to keep in line with club objectives.
- Calls and presides over all meetings, including the AGM.
- Attends and chairs all meetings (or nominates Vice-President as proxy and provides them with written updates if unable to attend).
- Supervises all members of the club committee.
- Keeps current on all National and State changes.
- Facilitates meetings regarding dispute resolution.
- With the Treasurer, is the signatory to the club bank account.
- Maintains open communication with the Club, Vice-President, Secretary, Treasurer, Membership Officer and committee to ensure full understanding of Club activities and current issues.
- Works closely with the Vice-President, Secretary, Treasurer and Membership & Microchip Officer.
- Has the best interest of the whole club in mind at all times.
- Keeps informed on Dogswest, Australian National Kennel Association (ANKC) and Club regulations and activities and is available to the membership as much as possible.

Vice-President

- Keeps informed on Dogswest, ANKC and Club regulations and activities and is available to the membership as much as possible.
- To cover all executive committee roles in the absence of the member.
- Manages and approves Web content.
- Makes sure the Web page is updated as required.
- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).
- In the absence of the President, will Chair Club meetings.
- Maintains open communication with the Club, President, Secretary, Treasurer, Membership & Microchip Officer and committee to ensure full understanding of Club activities and current issues.
- Works closely with the President, Secretary, Treasurer and Membership Officer.
- Performs additional duties as assigned by the President. Involved in the day to day operation/special projects as personal skill dictates.
- Has the best interest of the whole club in mind at all times.

Past President

- Is the immediate predecessor to the current club President.
- Supports the President and provides counsel to the committee based on past experience.
- Has the best interest of the whole club in mind at all times.

Secretary

- Prepares an agenda for Club meetings and the AGM.
- Sends out e-mail reminding committee of the date, time and location of meetings along with a request for items to be added to the agenda.
- Accepts members' apologies for meetings and advises members when a quorum will not be reached for a scheduled meeting.
- Sends out an agenda or items for circulation and minutes members' feedback accordingly.
- Prepares the minutes of all Club meetings and the AGM.
- Circulates the minutes via e-mail to all committee members within 5 working days of the meeting.
- Keeps e-mail lists for different levels and forward information e-mails.
- Keeps an electronic and hardcopy file of the minutes.
- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).
- Picks up and distributes the club mail.
- Logs all correspondence received – date received, description and who it was given to.
- Advises members on the quorum for the AGM.
- Provides an up-to-date club membership list for the AGM
- Provides and looks after sign-in sheets for the AGM. Observes voting at the AGM and ensures no person votes more than once.
- Maintains open communication with the President, Vice-President, Treasurer, Membership Officer and committee to ensure full understanding of Club activities and current issues.

- Works closely with the President, Vice-President, Treasurer and Membership & Microchip Officer.
- Performs additional duties as assigned by the President. Involved in the day to day operation/special projects as personal skill dictates.
- Has the best interest of the whole club in mind at all times.

Treasurer

- Must have some experience in basic bookkeeping.
- Prepares a monthly financial report which includes (as a minimum):
 - Summary YTD and monthly Income Statement which includes comparison of current YTD balance to previous years' YTD balance;
 - Detailed monthly income statement;
 - Monthly Bank reconciliation;
 - Membership payments report - by name and date, as per bank statement;
 - When applicable - Calendar purchases - by name, date, number of calendars and method of collection; and
 - Brief commentary for month and YTD results.
- Circulates the monthly financial reports via e-mail to all committee members within 5 working days after the month end.
- Presents the financial reports at the general meetings and AGM.
- Keeps an electronic file of the financial reports.
- With the President, is the signatory to the club bank account.
- Deposits all money received within 5 working days of receipt.
- Arranges payment of approved invoices within supplier terms of trade.
- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).
- Maintains open communication with the President, Vice-President, Secretary, Membership & Microchip Officer and committee to ensure full understanding of Club activities and current issues.
- Works closely with the President, Vice-President, Secretary and Membership & Microchip Officer.
- Performs additional duties as assigned by the President. Involved in the day to day operation/special projects as personal skill dictates.
- Has the best interest of the whole club in mind at all times.

Rescue Officer *

- Develops extensive state-wide and national networks to assist in the facilitation of the following (but not limited to):
 - Identification of dogs that are for sale from private owners or are in animal shelters;
 - Identification of dogs and owners that are in crisis and provide assistance; and
 - Rehoming of dogs.
- Presents a written Rescue Report at the general meetings.
- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).

- Maintains open communication with the President, Vice-President, Secretary, Membership & Microchip Officer and committee to ensure full understanding of Club activities and current issues.
- Works closely with the President, Vice-President, Secretary and Membership & Microchip Officer.
- Has the best interest of the whole club in mind at all times.

Membership & Microchip Officer *

- Maintains a membership register which includes (as a minimum):
 - All information that is on the membership form;
 - Method of payment eg EFT, cash, cheque, money order
 - Date money banked or EFT (EFT date will be obtained from the Treasurer's monthly Membership payment report)
- Records all membership form information in the register within 5 working days of receipt.
- Deposits all money received within 5 working days of receipt.
- Reconcile each month the Membership payment list (from the Treasurer) to the membership list.
- Presents a written Membership Report at the general meetings. To include as a minimum:
 - Number of members;
 - New members;
 - Members not renewed;
 - Reconciliation of Membership payment report (from Treasurer) to the Membership register.
- Keeps an electronic file of the membership register.
- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).
- Maintains open communication with the President, Vice-President, Treasurer, Secretary and committee to ensure full understanding of Club activities and current issues.
- Works closely with the President, Vice-President, Treasurer and Secretary.
- Performs additional duties as assigned by the President. Involved in the day to day operation/special projects as personal skill dictates.
- Has the best interest of the whole club in mind at all times.

General Committee member

- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).
- Maintains open communication with all committee members to ensure full understanding of Club activities and current issues.
- Takes a leadership role on the sub-committees.
- Works closely with all committee members.
- Performs additional duties as assigned by the President. Involved in the day to day operation/special projects as personal skill dictates.
- Has the best interest of the whole club in mind at all times.

Past Committee members

- Supports the committee and provides counsel to the committee based on past experience.
- Provides the committee with all electronic and hardcopy files of reports, correspondence and other club related documentation.
- Within 10 working days after the AGM (or when the committee member resigns or is appointed) and in conjunction with the President arranges for bank signatories and supplier authorisations to be updated to current committee members.
- Provides the committee with a written handover report.
- Has the best interest of the whole club in mind at all times.

Note:

* appointed by the club committee, not the entire member body