

# Canberra Archery Club - Committee Roles Responsibilities Guidelines

## President

The President is the most senior officer of the Association. They shall:

- Represent the Association on formal occasions and be the public spokesperson, as may be required, including liaising with ACT Sport and Recreation
- Be chairman of:
  - Committee meetings
  - General meetings (if Patron member is unavailable)
  - Work with the Secretary to develop clear agendas for meetings
- Actively engage in the management of all the affairs of the Association as required by virtue of the office
- By virtue of the office, oversee the duties and operations of officers and committees by providing support, guidance and direction, as may be required:
  - Develop and maintain Roles and Responsibilities Guidelines
  - Develop and maintain Standard Operating Procedures
- Provide and promote a vision for the Association and its members
- Lead strategic planning and future thinking for the Association and seek feedback from members
- Coordinate delegates for Archery ACT meetings, and ensure reporting procedures in place to provide information flow from Archery ACT meetings
  - Inform Archery ACT of Club committee positions and changes as they occur
- Be responsible for the promotion of the sport within the community
- Maintain copies of all relevant documents for the Association:
  - Certificate of Incorporation
  - Leasing agreements
  - Insurance information
- Maintain storage of information (as with all executive)
- Carry out other duties in line with the associations policies and procedures and as directed by the Committee

\*\*\* Requires Sports TG access (Communications)

# Canberra Archery Club - Committee Roles Responsibilities Guidelines

## Vice President

The Vice President is the second most senior officer of the Association. They shall:

- Assist the President in the performance of his/her duties as required.
- Carry out the functions of the President in his/her absence, or under delegation by the President or the Executive Officers.
- Be chairman of meetings of the Association in the absence of the President, or as may be determined by circumstances from time to time.
- Liaise with Hockey ACT and other sports in the precinct
- Identify grants that support the implementation of plans and complete and submit applications on behalf of the Association
- Be the named 'Complaint Handler' to receive complaints. The Vice president can then distribute as necessary amongst the committee as required.
- Ensure the Associations Policies and Procedures are up to date and identify areas for further development.
  - Have access and update website as required in relation to policy and procedures
- Carry out other duties in line with the associations policies and procedures as directed by the Committee
- Investigate possible sponsorship opportunities for the Association
- Carry out other duties in line with the associations policies and procedures and as directed by the Committee

# Canberra Archery Club - Committee Roles Responsibilities Guidelines

## Secretary

The secretary of the association shall,

- Keep records and minutes of the following in accordance with the association's constitution:
  - all elections and appointments of office-bearers and ordinary committee members; and
  - the names of members of the committee present at a committee meeting or a general meeting; and
  - all proceedings at committee meetings and general meetings.
    - Distribute to committee and members as required
    - Have access to the website and maintain meeting minutes for access by members
- Be the Public Officer for the Association
  - Complete all relevant forms with the ACT Government
  - Engage in all formal dealings with ACT Government as an incorporated association
- Attend to all correspondence received as secretary
- Communicate committee decisions to club members, gaining access to SportsTG to do this
  - Possibility of a newsletter to members
  - Add posters to communication boards as necessary
- Ensure all committee members carry current working with vulnerable people cards
- Check the letter box on a weekly basis
  - Forward any mail received for AACT
- Be responsible for the Sign on Area, and communication boards
  - Remove old notices
  - Ensure enough sign on sheets are available (archive as necessary)
  - Ensure hard copies of constitution and policies available for members
- Maintain storage of information (as with all executive)
  - Distribute Dropbox account information
- Forward Club member grant applications to committee and correspond as necessary
- Work with Committee members to coordinate new member induction processes
  - Notification to new members for time and place
  - Provide key tags
  - Provide information on how to access club facilities
- Be the main contact for all membership enquiries:
  - Add new members (in the event they direct deposit)
  - Ensure subscriptions are correct and up to date
  - Approve pending applications – send notice to committee for endorsement
  - Liaise with Archery Australia regarding anomalies or complaints with membership in Sports TG
- Carry out other duties in line with the associations policies and procedures and as directed by the Committee

\*\*\* Requires Sports TG access (Membership info)

# Canberra Archery Club - Committee Roles Responsibilities Guidelines

## Treasurer

The treasurer of the association shall:

- Ensure the collection and receipt of all monies due to the association and make all payments authorised by the association;
- Keep correct accounts and books showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association;
- Report to each meeting of the committee a summary of the association's financial affairs and present claims for payment for the approval of the committee.
- Ensure that an annual audit of the associations financial affairs are conducted in accordance with the Act and presented to the association's annual general meeting; Ordinary Committee Members
- Be responsible for the Portable Eftpos Machine
- Ensure Wifi payments are made and there is enough on the account for digital scoring
- Make payments of grants to club members
- Work with the Coaches coordinator to ensure payment of coaches, and invoices for schools and corporate bookings
- Check the money box and the club and make deposits at bank
- Carry out other duties in line with the associations policies and procedures and as directed by the Committee

\*\*\*\*\*Requires Sports TG access

# Canberra Archery Club - Committee Roles Responsibilities Guidelines

## Recorder

The Recorder of the Association shall

- Ensure Members details are accurate in Archers Diary
- Plan, maintain and promote a shooting calendar
  - Includes set up in archers diary
- Track members achievements
  - Maintain performance records of members
  - Process claims for performance awards (badges and pins)
  - Access orders through Archery Australia
  - Distribute badges and medals to members
  - Add reports from grant recipients to the website and promote performances
- Maintain stocks of club medals, badges and certificates
- Keep records of competitions and performances
- Maintenance and printing of score sheets
- Setting up registration and target allocations for events
- Communicate with RGB recorder and National Recorder
- Carry out other duties in line with the associations policies and procedures and as directed by the Committee

\*\*\* Requires Sports TG access (Events)

# Canberra Archery Club - Committee Roles Responsibilities Guidelines

## Facilities Manager

The Facilities Manager of the Association shall:

- Be responsible for coordinating the maintenance of the venue
  - Liaise with Ranger if required
  - Keeping a job log - identify if repairs needed – lead list at working bees)
  - Coordinate groundskeeping/mowing of the venue
- Ensure all tools and equipment are in working order and safely stored
- Be responsible for coordinating the maintenance of target butts and faces
- Acknowledging when working bees are required and being the director of these events
- Ensure equipment required for tournaments is in working order:
  - Lights & Timers
  - Target numbers
  - Marquees
- Complete Risk Assessment of club grounds, containers and clubhouse on a 6 month basis
  - Maintain an up to date risk register
  - Be aware of and review club's protocols and procedures for injury management and emergencies
  - Ensure fire extinguishers are in date and tested
  - Ensure all electrical equipment and wiring is tested
- Coordinate rubbish removal both inside and outside the clubhouse
- Coordinate the upkeep of the security cameras/feed
  - Know passwords etc for this purpose
- Work closely with the resource manager
- First point of contact for members regarding problems with the facilities
- Keep a register of keys issued and manage the keys and padlocks for clubhouse and facilities
  - Program and issue RFID Tags, delete expired tags for members
- Keep documents pertaining to the grounds and facilities (i.e. surveyor information, development applications etc)
- Carry out other duties in line with the associations policies and procedures and as directed by the Committee

\*\*\*\*\*Requires access to Bunnings account

# Canberra Archery Club - Committee Roles Responsibilities Guidelines

## Resources Manager

The Resources Manager of the Association shall:

- Ensure all fridges are stocked and kitchenette area stocked:
  - Soft drinks, water, milk, tea, coffee, milo, sugar,
  - cups, serviettes, paper towel, spoons, cutlery, cooking utensils
- Ensure cleaning supplies are stocked:
  - Cleaning cloths, cleaning gloves, cleaning products, hand soap, sanitiser, garbage bags, spray, wipes, detergent, toilet paper
- Ensure club uniforms are in stock and available for club members
  - Purchase uniforms as required
  - Complete stocktake twice yearly
  - Check storage of uniforms
  - Be responsible for promotion of uniform, including on the club website
- Be responsible for promotional material for the association:
  - Check stocks of pens, badges, drink bottles
  - Ensure beginner booklet is ready and has up to date committee member listings
  - Ensure promotional pamphlets are available for prospective members
- Work with the facilities manager to purchase and store stock as required:
  - Targets and replacement centres
  - Flags for the target buts
  - Target faces (and the taping of faces)
- Ensure the barbeque is clean and in working order
- Be responsible for office supplies
  - Check and purchase printer paper & ink
  - Maintain working office space with required stationary
- Clean and tidy office area, including filing and storage
- Maintain computer area and coordinate tech updates
- Maintain first aid kit and replenish as necessary
  
- Carry out other duties in line with the associations policies and procedures and as directed by the Committee

\*\*\* Access to Officeworks account

# Canberra Archery Club - Committee Roles Responsibilities Guidelines

## Coaching Coordinator

The coaching coordinator shall:

- Coordinate coaches for:
  - Sunday Come N Try sessions
  - School holiday program
  - Schools – archery sessions and talks to students
  - Corporate and private functions
  - OzBow
  - Beginners courses/intermediate courses
- Coordinate other club coaching requirements as necessary for example, coaching of specific groups and individuals
- Maintain a register of all current Archery Australia Inc recognised coaches
  - Including keeping on file WWVP cards
  - Keep note of Coaching registrations with Archery Australia
  - Liaise with RGB Coaching Coordinator (notify when further accreditation is required)
- Coordinate the banking of all monies received from Come N Try and other group sessions.
- Provide treasurer with monthly banking statements, sessions worked by coaches and type of session, monies received, invoices etc.
- Coordinate events for coaches to upskill, ensure consistency of club coaching
- Coordinate the supply of uniform for coaches and ensure work when coaching
- Carry out other duties in line with the associations policies and procedures and as directed by the Committee



# Canberra Archery Club - Committee Roles Responsibilities Guidelines

## Publicity Officer

The Publicity Officer of the Association shall:

- Ensure the Canberra Archery Club social media accounts remains up to date and active:
  - Facebook
  - Instagram
  - Twitter
  - Tiktok
- Coordinates answers to inquiries received through the above social media accounts
- Be the main contact for the association
  - 'info@canberraarchery.club' email forwarder
- Promotes:
  - The achievements of club members
  - Club events
  - Regional and national events that may be of interest to club members
- Communicates messages and key information from the Committee to club members
- Maintain the club website
- Ensure Committee members have access to relevant email accounts as per their role
  
- Carry out other duties in line with the associations policies and procedures and as directed by the Committee

# Canberra Archery Club - Committee Roles Responsibilities Guidelines

## Equipment Officer

The Equipment Officer shall:

- Coordinate the repair, purchase of equipment for Come N Try and other group sessions:
  - Bows, Arrows (fletches, nocks, wraps), strings, Finger tabs, Armguards, ground quivers, bow stands, targets etc.
- Take a full inventory of all Club shooting equipment at least twice yearly
- Ensure equipment is stored safely and neatly in the container
  - Shooting equipment
  - String jig
  - Arrow repair and fletching jigs, arrow straightener
- Advise the Committee on current Association equipment holdings and their state of repair, and make recommendations for new and/or replacement equipment
- Coordinate maintenance as required through working bees or other mechanisms
- Work with other members of the Committee to procure new equipment as required
- Carry out other duties in line with the associations policies and procedures and as directed by the Committee

# **Canberra Archery Club - Committee Roles Responsibilities Guidelines**

## **General member**

The general member shall:

- (a) Carry out such duties as the Committee directs.