



# Sailability Shorncliffe

---

Queensland Australia

## **MANAGEMENT COMMITTEE ROLES and RESPONSIBILITIES**

This document contains an overview of the Sailability Shorncliffe Management Committee's roles and their responsibilities.

### **Document Information**

Version	Date	Person/s	Comments
1	26 Aug 24	Owner: Peter Tyrrell, President Writer: Donna Wenham Approval: Peter Kearney, Vice President	

## **MANAGEMENT COMMITTEE**

The Management Committee undertakes general control and management of the administration of the affairs, property and funds of Sailability Shorncliffe.

Membership will be President, Vice President, Secretary, Treasurer and elected committee members to have a minimum of seven (7) members.

To meet at least every 4 months or when an issue requires such a meeting. The President chairs the meeting and minutes are to be kept. Business to be raised at the meeting must be sent to members before the meeting so the feelings of other volunteers, carers and clients can be sought. If an issue cannot be resolved with a majority vote, then a special general meeting of all Sailability Shorncliffe members will be called to address the issue.

## **PRESIDENT**

Current incumbent: Peter Tyrrell

- Responsible for the overall management and operation of the organisation.
- Liaise within committee in aspects of planning and coordination of strategies to recruit suitable members.
- Ensure that members are available to carry out correct administration procedures.
- Welcome new volunteers and ensure volunteers are aware of and follow guidelines as to their duties and responsibilities.
- Appointment or rotate appropriate roles/tasks to volunteers for sailing days.
- Liaise with management committee and volunteers to ensure that an adequate number of volunteers are available to proceed with sailing days safely.

## **VICE PRESIDENT**

Current incumbent: Peter Kearney

- Deputise for the President as required.
- Lead the recruitment of volunteers via social media, local publications, etc. and coordination the greeting and induction of new volunteers.
- Lead sponsorship and fundraising efforts including managing grant application process and engaging with new and old supporters.
- Coordinate sailing day communications including confirmation of sailing day event (encompassing weather forecast), email report to all volunteers and updates to social media.
- Assist in any other areas to improve running of operations.

## **SECRETARY**

Current incumbent: Cheryl Garratt

- Is responsible for dealing with all correspondence, distribution of information and newsletters etc. to volunteers, clients and carers.
- Is responsible for taking, storing and distributing club meeting minutes.
- Is responsible for maintaining the club membership database and ensuring new members complete Volunteer Registration Form and have the required Blue Card.
- The Secretary should be in regular contact with the State Secretary, ensuring all administration procedures are noted and instigated.

## **TREASURER**

Current incumbent: Angela Lissett

- It is the duty of the Treasurer to ensure that all money due is collected and received and that all payments authorised by the committee are paid.
- Keep correct books and accounts are kept showing the financial affairs of Sailability Shorncliffe including full details of all receipts and expenditures connected with the activities of the club.
- Ensure boats and equipment are fully insured.
- Assist in the acquittal of grants, with respect to the financials, and reconciliation of donations by supporters.
- Is required to lodge a BAS annually and provide the committee with a financial report monthly.