

# Club Administration

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## About Committees...

- Effective committee members have:
  - sufficient time to devote to the committee;
  - an understanding of the role of the committee;
  - an understanding of the specific tasks required of committee members;
  - enthusiasm and an interest in people;
  - leadership skills and willingness to accept responsibility;
  - tact, judgment, discretion and listening skills;
  - strategic vision;
  - dedication;
  - good communication skills.
- For successive committees, it is a good idea to have new committee members spend time with those people who are leaving the committee. This provides an opportunity for 'old' committee members to pass on information, ideas and to motivate the 'new' members.
- Committees have a responsibility to manage the organisation on behalf of the members. The role of the committee is summarised into these four main categories:
  - **Plan:**  
Examine alternatives for action and decide on appropriate directions according to the purpose, philosophy, culture and budget of the organisation. Determine relevant policies to guide the implementation of organisational plans.
  - **Organise** – Ensure that:
    - ▶ plans are implemented;
    - ▶ achievable objectives are agreed to;
    - ▶ operational stages are implemented and evaluated;
    - ▶ required resources (people, equipment, money) are provided;
    - ▶ communicate regularly with members and relevant stakeholders.
  - **Lead:**  
Be enthusiastic and work from an informed and well-researched knowledge base which includes a subcommittee or working group structure, distribution of clear and concise reports and wide representation of stakeholder opinions. Regularly communicate both the vision and the detail to members.
  - **Control:**  
Be responsible for defining expectations and requirements, taking appropriate action to ensure that the outcomes are achieved.
- Above all else, ensure you maintain communication with the Clubs and Recreation Coordinator.

## About the role of the President...

- The President is the principal leader, and has overall responsibility for the club's administration
- Roles of the President include:
  - to represent the club at relevant events and functions;

- to be a supportive leader for all committee and club members.
- Responsibilities of the President include:
  - to know and understand meeting procedures and be able to carry them out;
  - to fully understand the goals of the club and be committed them;
  - maintaining timelines for meetings;
  - acknowledging committee members and encouraging members to be involved in the planning and development of the club;
  - recognising and using the talents of committee members;
  - motivating and encouraging committee members to reach the goals set for the club;
  - to be a good listener.
- At meetings, the President holds a key role. They are required to:
  - run or 'chair' the monthly, general, special and annual general meetings;
  - keep order and ensure the meeting agenda is being followed.
- Club Presidents should have a good knowledge of the club's constitution, rules and the duties of all committee members.

#### **About the role of the Secretary...**

- The Secretary is the chief administration officer of a club and the person chosen to keep a record of all the decisions and discussions held by the club.
- Club secretaries keep the records. This may include membership lists, previous committee members' details, and information on mail-outs that have been sent to members.
- Secretaries should be able to:
  - communicate effectively;
  - think clearly and positively;
  - maintain confidentiality on relevant matters;
  - manage and supervise others (in relation to secretarial duties);
  - organise and delegate tasks;
  - prepare written correspondence, including writing up the minutes of meetings.
- All correspondence for the club should be forwarded to the secretary who then passes it to the other group members or takes it to meetings to be 'tabled'.
- The Secretary has an important role at committee meetings. Their role includes:
  - preparing the agenda for meetings;
  - making arrangements for the meeting place;
  - sending adequate notice of the meeting to all concerned;
  - forwarding relevant information to those attending the meeting. This includes the venue, time and date, together with the meeting agenda. The minutes of the previous meeting should also be sent if this has not already been done;
  - taking accurate records of what is discussed and decided at committee meetings (taking minutes).
- After meetings, the Secretary should:
  - write up the minutes;

- circulate the minutes to all members as soon as possible (ideally within a week, to inform those who were absent and to remind those who have to complete particular tasks arising from the meeting);
- note points of action that need to be followed up in the coming weeks;
  
- make sure all important arrangements are confirmed in writing with copies made and filed.

#### **About the role of the Treasurer...**

- The Treasurer is the chief financial management officer for the club. The role of the Treasurer involves the day-to-day management of the clubs financial resources. In this role, the Treasurer puts into place the procedures necessary to collect and record details of financial transactions.
  
- The primary role of the treasurer is to make sure that the financial affairs of the organisation are carried out in an effective and correct manner. This includes:
  - reviewing and preparing financial reports;
  - attending to banking requirements.
  
- When selecting a person to be the treasurer, it will be important to consider
  - do they have a background in the area?
  - do they have the skills to be accurate and precise in their work?
  - are they honest and trustworthy?
 Ideally, your Treasurer will be someone who has an understanding of finances.
  
- An effective Treasurer needs to:
  - be well organised;
  - be able to keep good records;
  - be able to work in a logical, orderly manner;
  - be aware of the information needing to be kept for audit/recording purposes;
  - ensure that adequate accounts and records exist regarding the organisations financial transactions;
  - coordinate the preparation of budgets for the forthcoming year describing, potential sources of income and expenditure;
  - issue receipts and promptly deposit all monies received in the organisation's bank account;
  - keep accurate and up-to-date records of all income and expenditure;
  - send invoices promptly;
  - act as a signatory on the organisation's bank accounts (with at least one other committee member);
  - be accountable for the organisation's petty cash;
  - prepare regular bank account reconciliation statements and financial statements for presentation to the committee.