

Murwillumbah Rowing Club Inc.



P.O. Box 846

Murwillumbah NSW 2484

www.murwillumbahrowing.com.au

ABN 35 079 900 893

MRC OFFICE BEARERS & Position Responsibilities

President

The nominal head of the Club. Is the Club's chief representative at all functions ascertaining to Rowing or the business of the Club.

- Chair and Leadership of the Club Committee including filling positions
- Advice and recommendations to the Club Committee on Club Policy
- Regular review and update of Club Constitution
- Monthly reporting to the Club Committee on general policy issues
- Liaison with NSWRA (when necessary)
- Leadership of strategic direction (for consultation / ratification with the Committee)
- Regular reporting to the Committee of the outcome of NSWRA Meetings and recommending approach to issues arising
- Representing Club at NSWRA Meetings
- Recommendations to the Committee on possible avenues of fundraising

It is the primary responsibility of the President, as the figurehead of the Exec. and of MRC in general, to ensure that MRC is being efficiently run and is promoting itself well in all respects. The President chairs all Exec. meetings. If any issue discussed in an Exec. meeting comes to a vote and the Exec. is split evenly, the President holds the casting vote. He/she also seeks whatever sponsorship MRC requires (in the view of the Exec.) and does not already have, as well as promoting relations with any existing sponsor(s). The President is also responsible for the financial management of the boat club.

Vice President

- In the absence of the President, assumes all the duties and privileges of the President.

Treasurer

Ensures that all money due to the Club is collected and received and that all payments authorised by the Club are made. Ensures the correct books of account are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with the Club's activities.

- Preparation of monthly accounts and report to Club
- Committee General banking, accounts receivable and payable
- Meet MRC's reporting obligations
- Prepare Annual Budget and quarterly reviews / updates
- Management of Subscriptions notices and payments
- Submit copies of audited annual financial statements to Fair Trading agencies as required.
- Maintenance of Asset Register
- Maintenance of Members Register

Secretary

Keeps the minutes of all aspects of committee meetings and ensures their correctness. Also prepares the annual report of the Club's activities and issues notices of all meetings of the Club where required.

- Preparation and issue of meeting notices, agenda and minutes of meetings and including Special & AGMs
- Clearing of club letterbox
- Drafting and issue of correspondence and special Club notices
- Preparation and issue of Regatta applications / notices / correspondence in conjunction with regatta secretary

Assistant Secretary

Assisting Club Secretary

Club Captain

The Club Captain's primary responsibility is to facilitate an enjoyable, productive and efficient rowing program for Club members. The Captain must coordinate and liaise with other volunteers within the Club to undertake the many tasks and responsibilities inherent in establishing and maintaining a successful rowing program. The Captain must be visible to the members, supportive of volunteers and prepared to help out at rowing and Club events.

The Club Captain organises and co-ordinates competitive rowing and helps the coaches devise training schedules for their crews. The Club Captain assists with crew selection, and general regatta administrative duties.

- Boat allocation
- Fleet maintenance
- Recommendations to the Committee on the Competition Policy
- Recommendations on Fleet currency / acquisition program
- Liaison with coaches
- Close liaison with Regatta Secretary (Submission and recording of Entries)
- Mentor Vice Captain and Junior Captain
- Member liaison and representation of interests
- Co-ordinate Regatta Boat Loading & Unloading duties
- Is responsible for the general conduct of members and their general education in the area of rowing

- Has full control of all members on the water, in the Club house, at inter-club regattas and travelling to and from such regattas

Vice Captain

- Assistance with boat rosters
- Coordination of club regattas
- Management and review of Club's Entry Policy
- General assistance to the Captain
- Co-ordinate Regatta Boat Loading & Unloading duties
- Member liaison
- Liaison with junior members regularly to assess issues affecting junior membership.
- Regular reporting and recommendations to the Committee on matters affecting juniors
- Communication to junior membership on Club matters

Other Roles

Booking Officer

Manage the Clubhouse hire function –

- Respond to booking enquiries
- Liaise with Treasurer for billing
- Liaise with Club Captain for equipment hire
- Liaise with members for Club house cleaning/preparation
- Update Club calendar with bookings monthly

Canteen coordinator

- Organising rosters
- Stock purchasing
- Co-ordinate organisation and management of the Club Annual Presentation Night
- Co-ordinate organisation and running of catering at Club events
- Co-ordinate organisation and running of club Christmas Party

WebMaster

- Maintenance of the MRC and HoTT websites

HoTT Coordinator (See HoTT manual for jobs involved)

Regatta Secretary (for home regattas)

- Close liaison with NRRRA and Rowing Queensland
- Liaise with other Clubs holding regattas at our venue
- Tinny driver roster
- Maritime Licencing
- Coordinate Site Setup
- Coordinate Course Setup
- Any duties required to ensure a successful regatta event.

Regatta entries & race fees schedules

Child Protection Officer

- Ensuring members in contact with juniors have the required "Working with Children" criminal check
- Ensuring MRC remains a child safe organisation

Learn to Row Coordinator (L2R)

- Coordinate "meet-and-greet" with prospective new L2R
- Organise L2R coaches roster
- Facilitate integration into the Club after L2R program

Clubhouse maintenance

- Ground Maintenance (mowing, weeding, pruning)
- Repairs
- General up-keep of the building

Coaching

School Rowing x2

- Assist with school rowing programs

Fundraising/Grants Applicant

Publication Officer (Facebook, News Paper, Club News letter)