

## **President**

- a. There will be one (1) President.
- b. The President is the Senior Office Bearer of the Club and as such is responsible for the tone, style, and wellbeing of the Club.
- c. The President must accept the responsibilities of leadership and ensure that the Club operates efficiently.
- d. The President will normally preside at all General Meetings of the Club.
- e. The President will be a member, ex-officio, of all Sub Committees and Special Committees.
- f. The President will at the Annual General Meeting provide a Presidents Report to the Membership.

## **Vice-President**

- a. There will be one (1) Vice-President.
- b. The Vice-President will accept the full responsibilities and duties of the President in the absence of the President.

## **Secretary**

- a. There will be one (1) Secretary.
- b. The Secretary will keep a record of the proceedings of the meetings of the Committee, General Meetings, Special General Meetings, and all Sub Committee and Special Committee Meetings
- c. The Secretary will keep a record of and conduct all correspondence with the Club.
- d. The Secretary will be a member, ex-officio, of all of all Sub Committees and Special Committees.
- e. The Committee will appoint a member of the Club to act as Secretary in his or her absence.
- f. Such appointment to be made in writing and acknowledged in writing by the person so appointed.
- g. The Secretary will give notice to all members of all General Meetings, Special General Meetings and give notice to all members of the Committee of all Committee meetings.

## **Treasurer**

- a. There will be one (1) Treasurer.
- b. The Treasurer will be responsible for all the financial matters of the Club under the auspices of the Committee.
- c. The Treasurer will be responsible for the disbursement and receiving of all monies due to or payable by the Club.
- d. The Treasurer will within fourteen (14) days of collecting, pay all monies into a bank account approved by the Committee.
- e. The Treasurer will record in books of account, the receipt and expenditure of all monies connected with the Club.
- f. The Treasurer will at the Annual General Meeting deliver to the Chairperson a Balance Sheet and Profit and Loss Account covering the financial year immediately preceding the Annual General Meeting.

## **Recorder**

- a. There will be one (1) Recorder.
- b. The Recorder shall ensure the scores of all Club members at Club and external competitions are reordered in Archers Diary.
- c. The Recorder shall ensure a Handicap rating record for all Club members is maintained in Archers Diary.
- e. The Recorder will receive, and process all claims for records submitted by Club members.
- f. The Recorder will apply for and obtain any such awards, class badges, perfect badges and others as are deemed necessary.
- g. The Recorder will at the Annual General Meeting supply a report of all up-to-date ratings and records obtained over the past calendar year.

## **Ordinary Committee Members**

- a. The Ordinary Committee Members will assist in the management of the affairs of the Club<sup>21</sup>.

## **PUBLIC OFFICER**

- a. The Public Officer will ensure that a register of members is maintained using the Archery Australia Membership Database. containing the names of all financial members complete with addresses, telephone numbers and registration numbers is maintained.
- b. Member's details must be kept confidential in line with the Archery Australia Privacy Procedure.
- c. Such a register may be compiled by any means at their disposal, but hardcopies may be made available to the members of the Committee.
- d. The Public Officer will at the Annual General Meeting arrange for the Chairperson to be provided with an up-to-date list of members.
- e. Any Club member may be appointed to the role of Public Officer but for expediency the Secretary should be the Public Officer.