



Hobart Archers Committee Position Descriptions

DRAFT NOVEMBER 2023

President

Overview

The President is the principal leader of the club and has overall responsibility for the administration

of the club.

The President sets the overall annual committee agenda (consistent with the views of the members),

helps the management committee prioritise its goals and then keeps the management committee

on track by working within the clubs Strategic Plan and Constitution. At the operational level, the

major function of the President is to facilitate management committee meetings.

Responsibilities and Duties

The President is elected by the members at the Annual General meeting and is responsible for representing the views of the members.

The President should:

1. Manage management committee and or executive meetings
2. Manage the Annual General Meeting
3. Represent the club at local, RGB and National levels
4. Act as a facilitator for club activities
5. Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Ideally the President is someone who:

1. Can communicate effectively
2. Is well informed of all club activities
3. Is aware of the future directions and plans of members
4. Has good working knowledge of the constitution, rules and duties of all office holders and
5. subcommittees



6. Is a supportive leader for all club members

Vice President

Responsibilities and Duties

1. Take on leadership for the President in their absence
2. Be a member of committees as required

Secretary

Overview

The secretary is the chief administration officer of the club. This person provides the coordinating

link between members, the management committee and outside parties.

The duties and responsibilities of the secretary vary greatly from club-to-club but experienced

secretaries will tell you that their duties often expand beyond what is normally expected of the

secretary.

Responsibilities and Duties:

The secretary is directly responsible to the President of the club as well as the members of the club.

The Secretary should:

1. Be the main source of communications for the club
2. Prepare the agenda for club meetings with the chairperson
3. Make arrangements including venue, date, times and hospitality for the club meetings
4. Send adequate notice of the meetings
5. Collect and collate reports from office bearers
6. Call for and receive nominations for committees and other positions for the club AGM
7. Take the minutes of meetings
8. Write up the minutes as soon as possible after the meeting
9. Read, reply and file correspondence promptly
10. Collate and arrange for the printing of the annual report



11. Maintain registers of members names and addresses (unless a Membership Officer has been
12. appointed)
13. Maintain files of legal documents such as constitution, leases and titles
14. Act as the public officer for the club liaising with members of the public, affiliated bodies and government agencies. (if no public officer appointed)

With associations – process transfer applications; enter teams in competitions obtain association

sanction for club events; communicate information between association and club members, such as

event deadlines.

Other tasks; handle bookings and entries; respond to general duties as directed by the club committee

Knowledge and Skills Required:

1. Can communicate effectively
2. Is well organised and can delegate tasks
3. Can maintain confidentiality on relevant matters
4. Has a good working knowledge of the constitution

Treasurer

Overview

The Treasurer is the chief financial management officer for the club.

Responsibilities and Duties:

1. The treasurer is directly responsible to the president of the club and the members of the club.
2. The treasurer may chair a finance committee at larger clubs.
3. The treasurer should
4. Prepare a budget and monitor it carefully
5. Keep the club's books up to date
6. Keep a proper record of all payments and monies received
7. Make sure financial reports are available and understood at all committee meetings
8. Show evidence that money received is banked and documentation provided for all money paid out



9. Ensure that information for an audit is prepared each year
10. Arrange for audit (if applicable based on club turn over)
11. Give Treasurer's report at regular meetings and when required
12. Produce an Annual Financial Report
13. Send out accounts
14. Pay the bills

Knowledge and Skills Required:

1. Well organised
2. Able to keep good records
3. Able to allocate regular time periods to maintain the books
4. Able to work in a logical orderly manner
5. Be aware of information and records, which is required to be kept for the annual audit.

Quality and Compliance Officer

Overview

The sport of archery is carried out under specific rules and regulations to ensure the safety and fairness to all participants. This role is primarily responsible for ensuring timely review and updates of strategic and operational policies as directed by Archery Australia. Assisting in the ongoing maintenance of the risk management and integrity framework, Assisting in ensuring compliance by Archery Australia, Insurance provider, members, Clarence City Council and other community bodies.

Quality and Compliance Officer Responsibilities and Duties:

1. Maintain and review relevant policies and procedures
2. Carry out new member inductions
3. Liaise with local authorities
4. Review risks and where required implement a risk treatment plan

Recorder

Recorder Responsibilities and Duties:

1. Have a working knowledge and understanding of Archers Diary
2. Record and update all Hobart Archers shoots and scores.
3. Issue record certificates to members.
4. Make sure the club has updated record lists for both AST and Archery Australia.



5. Be responsible for preparation of classification, record and medal claims to Archery
6. Tasmania and Archery Australia as may be required from time to time.
7. Make sure all members know how to claim records or medals and keep this information up to date.
8. Report to the club Executive Committee at the monthly meetings.
9. Provide an annual written report for presentation at the AGM including club member
10. Records, awards etc.
11. Maintain stocks of, and distribute all classification and achievement badges.

Public Officer

Responsibilities and Duties:

1. Support the President and other committee members in the planning, development, and implementation of strategic priorities.
2. Have a good working knowledge of the club constitution, rules, by laws, policies and procedures and ensure they are adhered to and promoted through the day-to-day administration of the club.
3. Maintain, receive, act upon, and notify relevant government agencies on changes to association officer bearers in accordance with the association constitution and the Associations Incorporation Act 1964.
4. Liaise with members of the public, affiliated bodies and government agencies.
5. Attending and actively participating and contributing in committee meetings.

Member Protection Information Officer

Responsibilities and Duties:

The role of the Member Protection Officer within the Society and Club structure is to be a point of contact in the event that a club and Society member has a complaint with a fellow member or member of the public. In addition, the Member Protection Officer should educate the members about relevant legislation.