

## Section 12



### Running Your Club

This section of the Club User Guide will provide you with some useful information on the roles and responsibilities of committee members, conducting meetings within your club and the benefits of incorporation for clubs and committee members.

## 12.1 Committee Positions, Roles and Responsibilities

The committee plays an essential role in the effective operation of a sports club. Committees are responsible for setting the future direction of the club, meeting the legislative requirements of a not for profit group and managing the finances of the organisation. This section will provide further information to assist clubs in managing their clubs in the most efficient way.

The committee has a responsibility to manage the organisation on behalf of the members. The committee should:

- conduct long-term planning of activities so that the aims and objectives of the organisation are fulfilled (see Section 13.1 Business Planning and budgeting)
- ensure that all financial and legal matters are properly managed
- carry out the recommendations of members
- regularly communicate with, and provide information to members about the running of the organisation
- evaluate the performance of officials, employees, subcommittees and, importantly, itself
- provide detailed written records and job descriptions to a newly elected committee to facilitate transition into their roles (see below for this information)
- ensure that all members of the committee act as leadership role models.

### **The Chairperson / President**

The Chairperson / President are the principal leader and have overall responsibility for the organisation's administration. They are elected by the members of the organisation generally at an Annual General Meeting. The Chairperson/President usually holds the position for around one year before another election is held.

The key responsibilities for the Chairperson / President are:

- be well informed of all organisation activities
- be aware of the future directions and plans of members
- have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- manage committee and/or executive meetings
- manage the annual general meeting
- represent the organisation at local, regional and national levels
- be a supportive leader for all organisation members
- act as a facilitator for organisation activities
- ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members

*The Chairperson / President are sometimes supported by a Vice President. This person should be able to stand in for the Chairperson / President at short notice and should have a good understanding of the operation of the club, including its future direction.*

### **Secretary**

The Secretary is the chief administration officer of the organisation. This person provides the coordinating link between members, the management committee and outside agencies.

Ideally an effective Secretary is someone who can:

- communicate effectively
- think clearly and positively
- maintain confidentiality on relevant matters
- manage and supervise others (in relation to secretarial duties)
- organise and delegate tasks

### **Treasurer**

The Treasurer is the person within a sporting organisation who manages the income and expenses associated with running the Club. The Treasurer does not have to be an accountant to undertake this role, although it is helpful.

The enclosed CD Rom has a budget template or visit [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure)

The Treasurer usually manages the income received from and expenses related to memberships, sponsorship, events, canteen/kiosk etc; however they do not have to organise or coordinate the running of these items.

An effective Treasurer needs to be:

- well organised
- able to allocate regular time periods to maintain the books
- able to keep good records
- able to work in a logical orderly manner
- aware of information needing to be kept for the annual audit.

### **More Information**

A list of Club Position Description Templates can be found on the council website. If you need help with structuring your club call Council's Recreation Development Officer on 9747 7200 or visit [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure) for more information.

## 12.2 Conducting Meetings

Meetings are an effective way of keeping your club operations on track. Meetings can be either effective or ineffective depending on the way they are planned and conducted. Generally, the President/Chairperson will control each meeting.

Preparing an agenda and taking minutes at committee meetings are one way of ensuring the smooth operation of the club and communicating any decisions and / or tasks to be undertaken to the appropriate person within the club.

There are several different types of meetings that a club may conduct over a 12 month period. The differences between each meeting are outlined below.

### **General Committee Meetings**

Generally conducted on a monthly basis. These meetings are designed to manage the coordination of day to day club business such as competitions, coaching, membership, future planning and other items as they arise. In addition, specially formed committees such as fundraising or social committees send regular updates to general committee meetings to ensure everyone is aware of what is happening around the club.

### **Annual General Meetings (AGM)**

Conducted yearly. The purpose of the AGM is to report to the membership on the activities of the committee during the previous 12 months. During an AGM, the committee members may be elected. The AGM is also an opportunity to highlight any key achievements (e.g. premierships, anniversaries, new programs or facilities) and also to prepare the membership for the coming year (e.g. volunteer recruitment, new teams, more members, etc).

### **Special General Meetings**

Conducted as required (generally with little notice). This type of meeting is like an 'emergency meeting' and is generally conducted when a matter cannot be held over to the next committee meeting, or requires the input of the total membership.

### **More Information**

For help on conducting effective meetings call Council's Recreational Development Officer on 9747 7200.

Sample meeting templates are provided on the CD Rom provided or on Councils website [www.melton.vic.gov.au/leisure](http://www.melton.vic.gov.au/leisure)

## 12.3 Incorporated Association Overview

The process of becoming incorporated formalises your club or organisation as a 'legal entity'. To become incorporated, club members must develop and agree on a Constitution or Model Rules. The Office of Consumer Affairs provides an easy to use step by step guide to becoming incorporated as well as example Model Rules / Constitution to use [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au). Your sport's peak body may also be able to assist in this process by providing an example of some rules which are specifically designed to suit your sport.

### Benefits of Incorporation

Some of the advantages of incorporation include:

- Protection of the members and office holders against personal liability for debts and other legal obligations of the organisation.
- The ability to accept gifts, donations or bequests.
- Greater certainty and acceptability to potential contracting parties such as lenders, lessors, employees and suppliers of goods and services.
- The ability to sue and be sued in the name of the association.
- The ability to invest and borrow money.
- Greater eligibility to apply for grants.

Maintaining your club's incorporation status requires the club to lodge their annual financial statement with Consumer Affairs.



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### More Information

For more information about Incorporating your Club contact Council's Recreational Development Officer on 9747 7200.