



**AMENDED BY-LAW No.1
OF COFFS COAST DRAGON BOAT CLUB INC
Committee Position Descriptions and Port Folios**

This Amended by-law of Coffs Coast Dragon Boat Club Inc (CCDBC) was adopted at the committee meeting on 20 September 2013 and is effective from 20 September 2013 in accordance with rule 42 of CCDBC's constitution

This Amended by-law was revised on 28 June 2017 and at the committee meeting on 21 July 2018. This revised version is effective from 21 July 2018

In accordance with rule 15 of CCDBC's constitution the composition and membership of the committee is to be at least 7 but no more than 9 committee members. The committee position descriptions and port folios are described below and will be used for nomination and election at any annual general meeting of CCDBC.

Committee Positions

1. President – Office Bearer
2. Vice President – Office Bearer
3. Finance officer – Office Bearer
4. Administration officer – Office Bearer
5. Membership Coordinator- Ordinary Member
6. Equipment Coordinator – Ordinary Member
7. Coach Coordinator – Ordinary Member
8. Sweep Coordinator – Ordinary Member
9. Committee Member – Ordinary Member

President – Office Bearer

- Facilitate the running of the Club under the Rules of the Constitution and any Policies or By-Laws for the benefit of the membership
- Promote and move the Club forward in a positive manner
- Communicate with and support committee members and club members
- Spokesperson
- Author documents (e.g. Constitution, Business Plan, Port Folios, By-Laws, Policies and various correspondence)
- Trouble shooting
- First point of contact
- Chair committee and general meetings
- Investigate educational opportunities for members
- Marketing/Promotion/Public Relations/Sponsorship:
 - Brain storm to determine opportunities e.g. come and try days, sponsorship, schools
 - Make necessary investigations and implement opportunities
- Business Plan/Policies/Port Folios
 - Monitor business plan
 - Keep committee port folios current
 - Investigate, draft and implement policies
 - Draft and finalise By-Laws as necessary
- Authorised signatory for communications from Club to external bodies
- Ensure that appropriate cover for this role is provided during absences of more than 2 weeks
- Attend and actively participate in committee and general meetings
- Adhere to all AusDBF, DBNSW & CCDBC Policies and Code of Conduct

Vice President – Office Bearer

- Work with President in all areas of responsibility (as per President's role description)
- Stand in for President and chair committee & general meetings during President's absences
- Support committee and undertake additional tasks as required
- Assist with media
- Ensure that appropriate cover for this role is provided during absences of more than 2 weeks
- Attend and actively participate in committee meetings
- Adhere to all AusDBF, DBNSW & CCDBC Policies and Code of Conduct

Finance Officer – Office Bearer

- Ensure that all money due to the association is collected and received and that all payments authorised by the association are made
- Ensure that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association. This 'Book keeping' role may be delegated as appropriate.
- Authorised signatory for club bank account, together with up to 3 other members as decided by Finance Officer.
- Do online banking for club bank accounts
- Ensure that appropriate cover for this role is provided during absences of more than 2 weeks
- Attend and actively participate in committee meetings
- Adhere to all AusDBF, DBNSW & CCDBC Policies and Code of Conduct

Administration Officer – Office Bearer

- Make arrangements for club meetings (venue, date, time) - or delegate as appropriate
- Give notice of meetings in accordance with the Constitution
- Receive meeting agenda items, prepare and issue meeting agendas
- Participate in committee meetings as a voting member
- Take minutes of committee meetings and general meetings, file meeting minutes and ensure availability - or delegate as appropriate whilst ensuring that confidentiality of meetings is maintained.
- Distribute minutes to committee and members as appropriate
- Receive notices of proxy for committee meetings and general meetings
- Receive nominations for committee positions
- Liaise with Membership Officer to obtain member contact details and determine members' eligibility to vote and to receive communications from club
- Liaise with other committee members
- Act as custodian of the club's governing documents and archives
- Ensure the governing body receives appropriate documentation (e.g. Committee Details, incident forms)
- Keep a record of any of the organisation's publications (e.g. leaflets, newsletters, etc)
- Respond to public enquiries
- Collect correspondence received at club's P O Box, or delegate as appropriate
- Deal with postal and electronic correspondence and maintain appropriate filing records
- Maintain lists of names and addresses that are useful to the organisation
- Communicate information between the club and its members
- Communicate information for members (e.g. training times, regatta dates) to the Website Maintenance Officer
- Communicate information from the governing body to members
- Maintain access to club's email by updating and delegating passwords
- Ensure that appropriate cover for this role is provided during absences of more than 2 weeks
- Attend and actively participate in committee meetings
- Adhere to all AusDBF, DBNSW & CCDBC Policies and Code of Conduct

Membership Coordinator - Ordinary Member

- Help new and existing members with registration process
- Provide new members with Waiver forms
- Maintain the information from Waiver forms to create a database of new members
- Compile and provide lists of members' names, addresses and contact numbers
- Export contact details from Revolutionise to Gmail
- Manage and maintain ID tags for members and new members
- Ensure ID tags are ordered, received and distributed in adequate time for Regattas
- Take calls from club mobile and direct to appropriate committee member(s)
- Take messages/calls from club mobile for training additions or cancellations
- Communicate with members to advise of training cancellations
- Delegate club mobile handling and training cancellations when appropriate
- Ensure new members have completed their WWCC and update details to Revolutionise Sport Website
- Ensure that appropriate cover for this role is provided during absences of more than 2 weeks
- Attend and actively participate in committee meetings
- Adhere to all AusDBF, DBNSW & CCDBC Policies and Code of Conduct

Equipment Coordinator – Ordinary Member

- Keep a record of all club equipment and notify committee of any losses
- Identify equipment deterioration and report any defects to committee, with recommendations for repair or replacement
- Obtain quotes and get committee approval for any equipment repairs or replacements.
- Ensure repairs or replacements are carried out satisfactorily
- Ensure yearly registration of all trailers
- Conduct regular tyre and safety checks on all boats and trailers
- Supervise safe loading and unloading of boats, or delegate to boat tower as necessary
- Provide education for members wishing to gain towing skills and ensure they are aware of all safety procedures for towing, loading and unloading boat
- Educate Members regarding safe use of equipment
- Ensure that appropriate cover for this role is provided during absences of more than 2 weeks
- Attend and actively participate in committee meetings
- Adhere to all AusDBF, DBNSW & CCDBC Policies and Code of Conduct

Coach Coordinator – Ordinary Member

- Hold minimum AusDBF Level 1 Coaching Accreditation
- Develop and coordinate implementation of club's season training plan in conjunction with other coaches
- Hold regular meetings with club coaches and provide minutes to coaches and committee
- Facilitate ongoing discussion and exchange of ideas between club coaches
- Submit coaching/technical reports to the club committee monthly or when necessary
- Support new & existing coaches and ensure mentorship for new coaches
- Communicate regularly with club members as required
- Ensure that a coach is allocated to each training session, or delegate as appropriate
- Hold current senior first aid
- Ensure that appropriate cover for this role is provided during absences of more than 2 weeks
- Attend and actively participate in committee meetings
- Adhere to all AusDBF, DBNSW & CCDBC Policies and Code of Conduct

Sweep Coordinator – Ordinary Member

- Hold minimum AUSDBF Level 3 Sweep Accreditation
- Hold regular meetings with club sweeps and provide minutes to sweeps and committee
- Facilitate ongoing discussion and exchange of ideas between club sweeps
- Submit sweeping/technical reports to the club committee monthly or when necessary
- Keep up to date with emerging trends, rules and regulations
- Support all club sweeps and provide mentorship for novice sweeps
- Ensure that novice sweeps are trained in accordance with AUSDBF regulations including signing off on log books etc
- Communicate regularly with club members as required
- Ensure that a sweep is allocated to each training session, or delegate as appropriate
- Develop and implement a sweep training plan in conjunction with other sweeps and encourage members to gain experience of sweeping
- Liaise with Northern Region Sweep Coordinator.
- Ensure that appropriate cover for this role is provided during absences of more than 2 weeks
- Attend and actively participate in committee meetings
- Adhere to all AusDBF, DBNSW & CCDBC Policies and Code of Conduct

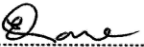
Committee Member – Ordinary Member

- Attend and actively participate in committee meetings
- Support fellow committee members as needed
- Keep up-to-date on club happenings and support club initiatives/events
- Positively promote the club in the general community
- Adhere to all AusDBF, DBNSW & CCDBC Policies and Code of Conduct

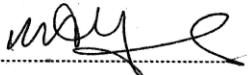
Signed on the 21 day of July


2018

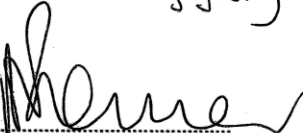
in the presence of:



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President – Elizabeth Crane



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Vice President – Sandy Paul

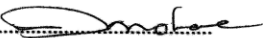

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Witness Wendy Young


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Witness GERRY HUNTER


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Finance Officer – Helen Palmer


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Administration Officer – Cathy Cresswell


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Witness Wendy Partnoze


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Witness Heather Donohoe