Position Descriptions

Adelaide University Mountain Club

The clubs organisation will consist of an elected committee of 9 including a President, Vice President, Treasurer, Secretary and five general committee members.

General committee member can take on an appointed role as decided on by the committee. These roles include, but are not limited to, water sports officer, climbing officer, bushwalking officer, promotions officer, gear room officer and activities officer. All roles do not need to be filled by committee members, roles can be appointed by the committee, to a general member of the club.

Leaders and assistants are vital part of the clubs day to day running and will be in charge of organising, planning and running their own trips.

Position descriptions document will outline the expectations and major tasks involved in the role but it is the responsibility of the appointed person to decide their level of involvement and therefore they may delegate tasks from their role to other members of the club as they wish.

# President

The President is a figurehead; a person who represents the Club on external matters such as AU Sport events. Ideally the President will be a positive, fun person that members look up to and who will also give a good impression to people outside the Club. The President doesn’t necessarily have to be the most experienced or senior person around; as the face of the Club it is probably best to have someone younger who is studying at university, but they must be a responsible person that acts professionally when representing the Club.

## recurring tasks

* Chair all Committee and general meetings. If absent or unwilling to take the chair, the remainder of the Committee will choose a suitable replacement (often the Vice President).
* Ensure all members are aware of their roles / responsibilities / duty of care i.e. explain position descriptions document
* Represent the Club at all AU Sport Council meetings, or organise a suitable replacement if necessary
* Ensure Public Officer listed with Consumer and Business Services is up to date after every AGM – President will ideally take on the role of public officer themselves. A list of public officer responsibilities can be found on the consumer and Business Services website: https://www.cbs.sa.gov.au/associations-and-cooperatives/incorporated-associations/public-officer-responsibilities/
* Write the annual report and ensure it is circulated to all members and committee

## Optional tasks

* Be involved in Club development, whether it is running events, fundraising or public contact jobs such as O-week and club development sessions.
* Be the Club point of contact (if suitably experienced).
* Be that person who “keeps an eye on the big picture” so everything runs well.

# Vice President

The Vice President must be able to take on all the functions of the President in his/her absence. This could be a fairly light duty job if a committee member is new to the Executive Committee or if someone cannot commit a large amount of time. The Vice president may be able to take some of the work load of the president, secretary or treasurer or otherwise help out with many of the clubs strategic tasks such as strategic plans, creating policy and risk management plans. Options for the vice president’s duties could be the same as that of the President (above).

# Secretary

The Secretary is responsible for the major administration of the Club. They will often be a well organised and efficient person in the Club. It is useful to be well versed in Club procedures and policies to ensure the club runs in accordance with these. Under normal circumstances frequent communication between the Treasurer and Secretary will be required to keep the Club running efficiently.

## recurring tasks

* Organise a suitable meeting place and time for regular meetings. Monthly or bi-monthly is recommended.
* Prepare an agenda for meetings
* Record the minutes at each meeting (or organise a suitable person if unavailable). The amount of material contained is up to the secretary but all major points on the topics discussed during the meeting should be noted.
* Prepare the minutes within a few days and make available to the remainder of the Committee for information and comment if necessary
* Check all meeting minutes and official documents are placed on website and kept for appropriate times
* Collate names, addresses and contact details of all Committee members, and pass on to the AU Sport as required
* Ensure constitutional review is on the agenda every year at least 6 months prior to AGM
* Ensure a strategic plan is in place for at least 3 years, updates every year and approved by committee

# Treasurer

The Treasurer is responsible for keeping the Club finances in order. Realistically the Treasurer must be one of the signatories for the Club bank accounts. Under normal circumstances frequent communication between the Treasurer and Secretary will be required to keep the Club running efficiently.

## RECURRING tasks:

* Prepare an annual budget and have it ratified by the committee
* Present a summary of income, any major expenditure, future expenditure or pressing financial issues and bank balance at each Committee meeting
* Present a detailed report of the Club’s annual finances at the AGM
* Make regular deposits to the bank of Club income (other committee members can also do this)
* Arrange payment of Club expenses. Current practice is that the Treasurer will automatically pay any bills that come in up to $50, as they are considered routine expenses, as well as previously budgeted expenses for each area of club activities. Non budgeted expenses and large ticket items should be agreed by the committee first. This is a decision the Committee should make each year to formalise this.

# General committee member

A general committee member is anyone not appointed a specific role on the committee. However the roles of a general committee member are important for all members to be aware of.

To be an effective Committee member, it is important to be aware of what is happening in the Club, any changes and contribute to decisions. Opportunities will arise for a general Committee member to assist with a task, perhaps co-organise an event, or be on a sub-Committee for a task. They may even take on a task alone, depending on what the task is background or skills. As a Committee member you should be looking to take on these extra and their particular responsibilities whenever possible, after all, the Club won’t run itself and someone has to do the work. If you have an idea for an event, or a fundraising avenue, this is an ideal time for you to take the initiative and organise it yourself. You may not be in a position to do the task yourself, so by all means mention it to the rest of the Committee, someone else may be able to organise it.

## Recurring tasks

* Stay in contact with the remainder of the Committee
* Attend meetings where possible and be an active participant
* Contribute to decisions and the running of the Club
* Read the minutes of the meeting (and advise if you find errors), particularly if you couldn’t make the meeting

# Officer

An Officer is an appointed member of the club as decided by the committee, they are in charge of the day to day running of their select activity. An officer should be someone with experience and an interest in the general activities of the club. In particular they should provide guidance to Leaders and Assistants appointed for their relevant activity. There is an expectation that they should attend some committee meetings to inform the committee of any problems or progress. If necessary they are in charge of planning trips and organising training of leaders if appropriate. With the guidance of the committee they are in charge of promotion of members into assistants and leaders. They will also be responsible for the expenditure of budget allocated to their relevant activity by the committee, including equipment upkeep and replacement and hiring external training providers. Officers should make sure any equipment purchased for their relevant activity is listed with AU sports it can be covered by insurance.

## Water sports officer

Is in charge of running activities in their relevant activities, being Surfing, Kayaking and Kite boarding. They are in charge of communicating with their leaders and assistants.

## Climbing officer

Is in charge of running activities involved in climbing and bouldering. They are in charge of communicating with their leaders and assistants.

## Bushwalking officer

Is in charge of running activities in their relevant activities, being bushwalking, rogaining and mountaineering. They are in charge of communicating with their leaders and assistants.

## Promotions Officer

Promotions officer should be in charge of all the promotions for AUMC. They should have access to the social media pages to promote the club. They should have a strong mindset about what the club stands for and how to promote the club brand.

## Gear Room Officer

The Gear room officer is a vital role in the club and must be a member that is frequently available at regular times to co-ordinate access to the gear room. This is often undertaken by a student who is regularly at university. They are in charge of renting out gear and making sure it returns undamaged. They are also responsible for maintaining the tidiness and organisation of the gear room, and for arranging at least annual maintenance and stocktake of gear. They should participate in budget discussions about gear replacement and purchasing.

## Activities Officer

This position is often held by an active member of the club who is often not on the committee but interested in how the club works. They do not have to be a long term member of the club and can organise to serve for less than a year.

The activities officer communicates with the committee what overall activates the club would like run and then ensures that these activities go ahead. This is often done at activities planning nights involving a large group of the current members.

They must ensure all club official club events are run in line with club rules and follow proper procedures i.e. ensure events are posted on website to be official.

# Leader

A leader is a club member who has reached such proficiency that they are appointed by the relevant officer of the appropriate activity to lead events without support. They are to be in charge all the events running tasks and must ensure the event is run in line with AUMC guidelines. Leaders are expected to have assisted on several trips before applying to become a leader and must show a high level of competence in the relevant activity and the safety procedures involved.

Tasks may involve, but are not limited to; seeking event approval, posting the event on the official website, managing bookings, promoting the event on social media pages, organising event proceedings, organising transport, managing the events safety, ensuring all participants are members, collecting appropriate funds and organising equipment hire as well as its undamaged return.

Leaders may be rewarded an AUMC t-shirt after the first successful running of a trip, as long as they meet the criteria outlined in the standing resolutions.

1. Leaders need to be approved by the relevant officer prior to running an event
2. Leaders need to be noted down in the activities sign off sheet

# Assistant

An Assistant is a member of the club who has reached a basic proficiency in an area and are capable of assisting a leader in the running of a trip. Once you have assisted an event you are eligible to be a trip leader for that relevant activity but you must be approved by the relevant officer.

Tasks may involve, but are not limited to; organising transport, gathering equipment, undertaking safety or instruction talks, ensuring money is collected, checking membership cards, assisting in planning of the event and helping members during the event.

1. Trip assistants need to be nominated by the trips leader prior to the event
2. This needs to be done by naming the assistants on the official AUMC website event.
3. Assistants need to be noted down on the activities sign off sheet