

UniSA SPORT - CLUB COMMITTEE POSITION GUIDELINE

1. PRESIDENT

The President is ultimately responsible for the proper functioning of the club and should:

- a) Chair all club meetings.
- b) Present an Annual Report at the club's AGM.
- c) Provide leadership and encouragement for the Committee.
- d) Act as a spokesperson for the club.
- e) Submit an Annual Report to UniSA Sport.
- f) Attend UniSA Sport Club Delegate meetings
- f) Maintain regular contact with the UniSA Sport office.

2. DEPUTY OR VICE-PRESIDENT

- a) Fulfil the duties of President in the absence of the President.
- b) Carry out any duties prescribed by the Committee.

3. SECRETARY

The Secretary fulfils a particularly important role in the effective administration of a club and should:

- a) Prepare agendas, papers, record minutes for all club meetings and take the necessary action to implement Committee decisions.
- b) Conduct all correspondence connected with the club's activities.
- c) Maintain club records.
- d) Maintain regular contact with the UniSA Sport office.

4. TREASURER

The Treasurer is responsible for the club's finances and is required to:

- a) Keep a detailed record of all club transactions.
- b) Present a financial statement to each meeting of the Committee and club.
- c) Present an audited financial report at the Club AGM, with a copy to UniSA Sport.
- d) Collect and bank all income in an account.
- e) Prepare applications for grants from UniSA Sport or other bodies.
- f) Maintain regular contact with the UniSA Sport office.

5. COMMITTEE MEMBERS

Should support the executive and provide assistance with the general management of the club. Where necessary, accept responsibility for specific duties delegated by the Executive, e.g. preparation of publicity material, social functions, organising University Games teams and events, on-campus events and activities, etc.

Often club members are reluctant to accept positions on a Committee because they have not had previous experience with Committee work. This should not be a deterrent to putting your hand up! Being on a club committee is an excellent learning and development opportunity. There is considerable support and guidance provided to all clubs by the UniSA Sport staff.