

COMMITTEES and SUB-COMMITTEES

The WSD Constitution (Aug 2016) sets out...

POWERS OF THE COMMITTEE

Subject to the Act and this Constitution, the business of the Club shall be managed and the powers of the Club shall be exercised by the Committee. In particular, the Committee shall act in accordance with the Objects and shall operate for the benefit of the Members and the community throughout the local area.

Clause 13.

COMPOSITION OF THE COMMITTEE

The Committee shall comprise:

(a) seven elected Committee Members: President, Secretary, Treasurer and four committee members who must all be Members and who shall be elected under clause 15.

Portfolios

The Committee may allocate portfolios to Committee Members.

Clause 14.

Roles & Responsibilities of Committee and Sub-Committees members

President

The role of the President of the Club is to:

- Overview Club activities and with assistance of other committee members and coordinate Club activities.
- Liaise with other organisations as necessary or delegate that task in specific instances.
- Chair the Clubs' meetings or delegate that task to a willing Committee member
- Speak on behalf of the Club in formal situations

Secretary

The role of the Secretary is to

- Keep minutes of:
 - (a) all appointments of office bearers and members of the committee, and
 - (b) the names of members of the committee present at a committee meeting or a general meeting, and
 - (c) all proceedings at committee meetings and general meetings.
- Inform Office of Fair Trading and ATO of the Officials and Activities of the Club changes to constitution, committee, Business registration, official etc as appropriate
- Establish and maintain a register of members of the Club specifying the name and postal or residential address of each person who is a member of the Club together with the date on which the person became a member.
- Maintain a register of all official communications of the Club both in and out.
- Provide the agendas for committee meetings and general meetings
- Chair Club meetings as required

Treasurer

The role of the Treasurer of the Club is to

- Ensure that all money due to the Club is collected and received and that all payments authorised by the Club are made, and
- Ensure that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club.

- Prepare a financial budget for the Club
- Report on the financial affairs of the Club at the General Meetings.

Committee Members:

The role of Committee members is to

- provide input and advice to the committee generally and specifically in their Sub-Committee area/s
- chair Sub-Committee meetings as necessary
- ensure that Sub-Committee recommendations and decisions are reported to Committee meetings

At the beginning of each year, the newly elected WSD Committee, determines which Sub-Committees will be required for the coming year. Ideally each Sub-Committee will include a Committee member who will co-ordinate the activities of the Sub-Committee and liaise with and report to the Committee.

All Sub-Committees report regularly to the main Committee.

2022 Sub-Committees:

Fund-Raising	to be formed when and if a specific need arises	
Catering	to be formed when and if a specific need arises	
Membership & Publicity	<ul style="list-style-type: none"> • Plan programs & activities to increase membership • New member welfare/monitor • Manage Membership database • Liaise with DBNSW as required • Ensure all members complete required paperwork • Develop and prepare promotional materials and assist in distribution 	Robyn - ensure each new member has a buddy Sally - Membership Admin Chris R - Social Media Janne Pat – print media Annabelle - webpage
Learning2Paddle is intrinsically linked to the Membership & Publicity Sub-Committee	<ul style="list-style-type: none"> • Implement the L2P program as outlined at Committee meeting on 14 May 2022 • Work with DBNSW as necessary to implement the program • Monitor the effectiveness of the program 	Sally Elaine Annabelle - website Pat Liz
Regattas	<ul style="list-style-type: none"> • Liaise with other clubs and DBNSW as necessary to co-ordinate WSD involvement in regattas. • Manage logistics of participation including paperwork, eligibility criteria 	Janne M Elaine Sally
Maintenance	<ul style="list-style-type: none"> • Observing for immediate needs • Planning expected items ahead • Preparing requirements for specific tasks • Contacting members with details of help required and suggested dates. 	Brian Co-opt as necessary and seek assistance from outside WSD as needed
Social	<ul style="list-style-type: none"> • Suggest activities to members, for WSD only or as part of other community events. • Consult and co-ordinate re dates and organisational considerations • Refer to Member Survey results for suggestions. • Set dates ahead to advertise so minimal clashes 	Jenny Chris R – Walks in particular Robyn Barbara
Uniform	<ul style="list-style-type: none"> • Ascertain Member Uniform needs • Investigate suppliers • Order and distribute as necessary • Recommend changes if necessary 	Pat Jenny Liz