**Overview**

Running a club requires significant planning, commitment, and ongoing effort. It’s a long-term commitment that involves consistent effort to succeed.

Make sure you understand the full scope of responsibilities before submitting a nomination for a committee role by:

* reading the role descriptions
* read and understand the Guild’s expectations of the role as an Officer of a student society as outlined in governance and policy on the [Guild website](https://guild.curtin.edu.au/clubresources/governance/).

**CLUB COMMITTEE ROLE DESCRIPTIONS**

**Meeting Chairperson**

For club General Meetings (AGMs & SGMs).

**Responsibilities**

As per the constitution, the president shall chair the club’s meetings (committee meetings, general meetings and AGM’s). If they are unwilling or unable to, an Ordinary member elected by those present at the AGM shall act as chair.

This is not a new/full time role. This should be filled by an existing committee member who already holds another role in the club.

The chairperson is required to control the meeting procedures and has the task of:

* becoming familiar with the meeting procedures as set out in the club's constitution,ensuring proper notice was given and an agenda provided;
* ensuring quorum is met and maintained throughout the meeting.
* checking the minutes of previous meetings;
* ensuring the meeting gets through its business in the allocated time. This may involve limiting the time members get to speak;
* keeping order and facilitating discussion;
* ensuring everyone has an opportunity to speak. People who tend to dominate should be managed so quieter members can also share their views.
* receiving motions, putting them to the vote and declaring the result;
* making sure decisions are reached on issues discussed and that everyone understands what the decisions are; and
* declaring the meeting closed.
* The chairperson may choose not to vote on a motion despite being entitled to do so as a member. The rules provide that the chairperson CANNOT have a ‘casting’ vote if there is a tie in the vote.
* **If they (the chairperson) are contesting the AGM** (nominating for a committee role), then a returning officer must be elected (by the members at the AGM) to take the chair to facilitate the election of the committee only.
	+ A returning officer does not need to be a member of the club.
	+ In some cases, the Guild will allocate a representative to perform the duties of the Returning Officer. Please check if you are unsure.

**Mandatory Roles**

These positions should always be filled and elected at an AGM/SGM.

**President**

**Objectives**

* To provide strong, efficient and effective leadership for the club.
* To ensure the club is compliant in all areas of governance, and is run efficiently in order to support the club’s objectives and activities.
* To provide support to the Executive and Committee members to ensure the efficient operation of the club.
* To provide a safe and enjoyable environment for all club members.

**Attributes**

* Leadership skills
* Highly organised
* Good communication skills (written & verbal)
* Sound operational knowledge of the club
* Relationship-building & conflict management skills
* Attention to detail

**Responsibilities**

* Ensure committee members fulfil their responsibilities to the club and its members.
* Consult with the secretary regarding the business to be conducted at each Committee meeting and General meeting.
* Act as the spokesperson of the committee and the “voice” of the club when dealing with governing bodies & external stakeholders.
* Report activities of the club to the membership at the Annual General Meeting.
* Assist other Committee members in their duties as required.
* Undertake specific tasks at the request of the Executive or General Committee.

**Relationships**

* Reports to the Curtin Student Guild, Club Members and Club Committee.
* Acts in the best interests of the club when dealing with core stakeholders.
* Supports Committee members and other club volunteers.

**Accountability**

* The President is accountable to the Members and the Committee.
* Provide a report on portfolio operations to the monthly Committee meeting.
* Seek ratification from the Committee prior to committing the club to any financial expenditure or action.

**Vice President (optional)**

Although optional, this role is important to be looked at as a ‘President in training’ or assistant to the President. The Guild recommends filling this role if possible, however, it is not mandatory for the club’s registration. If however, you chose to fill the role at a later date, the VP must be elected via the same process that is followed to fill the other committee roles - at an AGM or SGM as per the constitution.

**Objectives**

* To provide support to the President in ensuring the club runs effectively.
* To act on behalf of the President in their absence or at their request.
* To provide support to the Executive and Committee members to ensure the efficient operation of the club.
* To provide a safe and enjoyable environment for all club members.

**Attributes**

* Leadership skills
* Highly organised
* Good communication skills (written & verbal)
* Sound operational knowledge of the club
* Relationship-building & conflict management skills
* Attention to detail

**Responsibilities**

* Report activities of their specific portfolio (if applicable) at the Annual General Meeting.
* Assist other Committee members in their duties as required.
* Undertake tasks at the request of the President, Executive or General Committee.

**Relationships**

* Reports to the Curtin Student Guild, Club President, Club Members and Club Committee.
* Acts in the best interests of the club when dealing with core stakeholders.
* Supports Committee Members and other club volunteers.

**Accountability**

* The Vice President is accountable to the President, Members and the Committee.
* Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

**Secretary**

**Objectives**

* To maintain accurate and up-to-date records of all club documents, policies, and membership data.
* To monitor and direct incoming club correspondence as appropriate.
* To schedule all Committee and General meetings.
* To prepare agendas and take detailed minutes of all Committee and General meetings.

**Attributes**

* Highly organised
* Communication skills (written & verbal)
* Strong attention to detail
* Sound knowledge around governance & compliance
* Minute-taking & scheduling

**Responsibilities**

* Maintain on behalf of the club an accurate and up-to-date register of members, and record any change in membership.
* Schedule Committee meetings and invite all required attendees (with appropriate notice given).
* Schedule General meetings and invite all club members.
* Take full and accurate minutes of all Committee and General meetings, and publish / circulate to the relevant parties in a timely manner post-meeting.
* Monitor and address club correspondence, and report to the Committee where relevant.
* Report membership data at the Annual General Meeting.
* Assist other Committee members in their duties as required.
* Undertake tasks at the request of the President, Executive or General Committee.

**Relationships**

* Reports to the Curtin Student Guild, Club President, Club Members and Club Committee.
* Acts in the best interests of the club when dealing with core stakeholders.
* Supports Committee Members and other club volunteers.

**Accountability**

* The Secretary is accountable to the President, Vice President, Members and the Committee.
* Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

**Treasurer**

**Objectives**

* Strong accounting skills
* Strong attention to detail
* Highly organised
* Fiscally responsible
* Honest
* Good communication skills

**Responsibilities**

* Maintain detailed financial records, showing all income and expenditure throughout the year and describing where funds are generated and spent (and for what purpose).
* Handle all accounts payable and accounts receivable in a timely manner.
* Oversee the administration and operation of the club bank account.
* Prepare annual club budget and specific project or event budgets (if applicable).
* Prepare a detailed financial report for the Annual General Meeting.
* Assist other Committee members in their duties as required.
* Undertake tasks at the request of the President, Executive or General Committee.

**Relationships**

* Reports to the Curtin Student Guild, Club President, Club Members and Club Committee.
* Acts in the best interests of the club when dealing with core stakeholders.
* Supports Committee Members and other club volunteers.

**Accountability**

* The Treasurer is accountable to the President, Vice President, Members and Club Committee.
* Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

**Ordinary Committee Roles**

When the club committee is elected, they may consider adding additional roles as per the [Default Guild Club Constitutio](https://guild.curtin.edu.au/clubresources/governance/)n process. Additional roles are not mandatory for club registration with the Guild however, the constitution process should be followed to fill the roles. **Some examples** to consider creating and filling when/if elected into the committee are:

* **Events Officers**
* **Social Media and/ or Marketing Officer**
* **First Year Representatives:** or second, third and so on – depending on the benefit to be seen. These reps are useful to get an idea of what students in these year groups are interested in seeing from the club, or just in general and take relevant information to committee meetings to accurately describe what members (or potential members) want to see from the club. They can also promote the club in relevant classes if tutors agree to the rep providing a short pitch in an attempt to gain membership interest.
* **Online representative:** This is a great opportunity to provide online students at Curtin to get involved with clubs. Online students often miss out on the opportunity to engage with students as they can attend events on-campus. Having a representative on your committee that can provide administrative assistance with running the club would be beneficial, not to mention the insight they could provide when the club discusses its objectives, event plans etc so that the club does not forget to consider how they can cater toward the online student cohort.
* **Ordinary Committee:** This is a great role for people who’d like to be involved but with no heavy commitment or large workload. Some clubs have quite a few general committee members. They get a few odd jobs and many tend to nominate themselves for bigger roles in future years when they gain confidence or interest in particular jobs they’re given. Great for succession.
* **Partnership/Sponsorship Officer:** A person dedicated to focusing on this is great if the treasurer is not able to or the role becomes too much of a resource drain. This is always good for a person who’s confident in approaching industry and has great communication, negotiation skills & attention to detail.