

River Canoe Club of NSW

Club Aims & Objectives & Committee Member Roles (V 1.4)

Aims & Objectives

The River Canoe Club of NSW was founded in 1935 and is one of the oldest canoe clubs in Australia. It caters for open, flat, moving and white water kayakers, with an emphasis on its role as the *premier whitewater* club in New South Wales.

The most important aspects of the Club are our regular organised trips, training sessions, social activities and the club website and magazine.

Events and trips are advertised on our website calendar and in Splash. These trips include training and safety days, day and weekend trips and the Victorian and Easter Safaris. Regular social events include monthly Club meetings, Christmas in July and the Christmas and Club Birthday parties.

The Club's aims and objectives are to:

- promote, organise and conduct safe open, flat, moving and white water kayaking trips for all skill levels
- promote, organise and conduct training and safety programs for all Club disciplines and skill levels
- act through the club's website and magazine, as a contact point for members' paddling related activities
- encourage respect for our environment and wild places and the practise of minimum impact camping
- represent members in consultations with PaddleNSW and Australian Canoeing.

Committee Member Roles

Position	Key Responsibilities & Relationships	Detailed Responsibilities
Patron	Responsibilities <ul style="list-style-type: none">• Leadership to the Club• Act as Returning Officer at AGM• Co-ordinated life membership nominations• Assist the Secretary in liaising with past, life and honorary members Relationships <ul style="list-style-type: none">• Executive Committee• Secretary	<ul style="list-style-type: none">• Provide leadership to all Club members and the Committee• Act as Returning Officer for the election of Committee members at the AGM• Co-ordinate the identification of and nominations for life membership• Provide assistance to the Secretary in liaising with past, life and honorary members• Cook sumptuous split roast feasts at Club parties
Statutory Office Bearers	<ul style="list-style-type: none">• The President, Vice President, Treasurer and Secretary are, under the Club's Constitution, statutory office bearers of the River Canoe Club of NSW and sit on the Executive and Club	<ul style="list-style-type: none">• The President, Vice President, Treasurer and Secretary are, under the Club's Constitution, statutory office bearers of the River Canoe Club of NSW and sit on the Executive and Club

	<p>Committees</p> <ul style="list-style-type: none"> Members of the Executive Committee, together with the Public Officer, are eligible to be authorised signatories for Club bank accounts, correspondence, etc. 	<p>Committees</p> <ul style="list-style-type: none"> Members of the Executive Committee, together with the Public Officer, are eligible to be authorised signatories for Club bank accounts, correspondence, etc.
President	<p>Responsibilities</p> <ul style="list-style-type: none"> Provide leadership to the Club Chair and coordinate current committees – setting goals, strategies, operations and outcomes Host Club meetings and functions Represent the Club to outside related organisations Provide support to other committee members and the Committee in the administration of the Club Write ‘Presidential Platitudes’ and President’s Annual Report Respond to membership enquiries and act as initial contact <p>Relationships</p> <ul style="list-style-type: none"> Patron Committee Members 	<ul style="list-style-type: none"> Provide leadership to the Club Chair and coordinate current committees and the setting of Club goals, strategies, operations and outcomes Host Club meetings and functions Represent the Club to outside related organisations Provide assistance to the Committee in the administration of the Club Work with other committee members as required to help them undertake their duties Monthly write the ‘Presidential Platitudes’ column for Splash Provide President’s Annual Report to the AGM Respond to membership enquiries and act as first point of contact
Vice President	<p>Responsibilities</p> <ul style="list-style-type: none"> Stand in for the President when not available Assist Secretary and House Officer in dealings with Council Source speakers for Club meetings Assist Social Secretary with Club meetings, announcements and responses Assist House Officer with organising cleaning and maintenance Organise the Club Birthday/Christmas parties and assist the Social Secretary with Christmas in July Assist the Heritage Officer and Heritage Working Group Provide support to other committee members and the Committee in the administration of the Club Annual Report to the AGM <p>Relationships</p> <ul style="list-style-type: none"> Executive Committee Secretary Social Secretary 	<ul style="list-style-type: none"> Stand in for the President when not available Assist the Secretary and House Officer in dealings with Marrickville Council on Club and building matters Source speakers for Club meetings; meet and greet on arrival Assist the Social Secretary with Club meetings, announcements and responses. Assist the House Officer with the organising and conduct of clubhouse cleaning (cleaning bees) and maintenance Organise the Club Birthday/Christmas parties and assist the Social Secretary with Christmas in July celebration Provide assistance to the Heritage Officer and Heritage Working Group Provide assistance to the Committee in the administration of the Club Work with other committee members as required to help them undertake their duties

	<ul style="list-style-type: none"> • House Officer • Heritage Officer 	<ul style="list-style-type: none"> • Provide Vice President's Annual Report to the AGM
Treasurer	<p>Responsibilities</p> <ul style="list-style-type: none"> • Maintain financial records and manage the Club finances, including reporting unapproved costs (over \$250 [?] and not BAU), unusual transactions and ensure collection of income • Prepare reports for the Dept. of Fair Trading • Maintain the Club's asset register with advice from Convenors • Financial and membership reports to the Committee and AGM • Maintain the Club's contents insurance and annual review of cover • Manage the membership applications, fees and welcome letter for new members • Advise Webmaster of new and renewing members (?) • Provide support to other committee members • Annual Report to the AGM <p>Relationships</p> <ul style="list-style-type: none"> • Executive Committee • Trip and Safety/Training Convenors • Webmaster • Public Officer 	<ul style="list-style-type: none"> • Maintain the Club's financial records, as required by the constitution and Dept. of Fair Trading, and the Club finances • Refer to the Executive Committee any costs or deductions from receipts over \$250 which have not been previously approved or cannot be categorised as 'business as usual' and any unusual financial transactions or bills received • Ensure the receipt of boat hire and storage fees, single memberships and other income • Prepare timely reports as required by the Dept. of Fair Trading for submission by the Public Officer • Maintain the Club's asset register with advice from Convenors • Provide financial and membership reports to Executive and Committee meetings and the AGM • Maintain the Club's insurance for contents of the clubhouse including, at renewal, recommending to the Executive Committee the amount of cover that should be held • Manage new member applications and renewal of current members and forwarding of 'welcome letter' to new members • Monthly, or more frequently if required, provide the Webmaster with details of new and renewing members for inclusion on the membership contact list(s)/database • Work with other committee members as required to help them undertake their duties • Provide Treasurer's Annual Report to the AGM
Secretary	<p>Responsibilities</p> <ul style="list-style-type: none"> • Call, attend and prepare minutes of AGM and Committee meetings and arrange publication in Splash when approved • Correspondence to and from the Club with assistance from responsible Committee member • Liaise with Marrickville Council, assisted by the Vice President and House Officer, on Club and building matters • Monitor bodies providing grants and pass to Committee member responsible. Submit when approved 	<ul style="list-style-type: none"> • Call, attend and prepare minutes of meetings for the AGM and Committee meetings. When approved forward to the Splash Editor for publication • Correspondence to and from the Club, with assistance from other Committee members where their area of responsibility is involved • Liaise, assisted by the Vice President and House Officer, with Marrickville Council on Club and building matters

	<ul style="list-style-type: none"> • Maintain current year's records and pass to Heritage Officer for archiving at year end • Administer clubhouse usage, including collecting donation for use and, with House Officer, monitor for damage/unacceptable occurrences • Manage clubhouse keys and access, and advise Treasurer when member is allocated boat storage by Convenor • Monthly review bank statements reasonableness • Maintain stocks of Club stationary and promotional material • Liaise with past members, life and honorary members with help from Patron • Provide support to other committee members • Annual Report to the AGM <p>Relationships</p> <ul style="list-style-type: none"> • Patron • President/Vice President • Treasurer • Trip Convenors • House Officer • Heritage Officer 	<ul style="list-style-type: none"> • Monitor bodies providing grants (e.g. Councils, Waterways, government departments) and, for those identified, pass to the Committee member responsible to respond • Submit grant applications once approved by the Executive Committee • Maintain a file of the current year's meeting minutes, committee member reports, correspondence, etc. and at the end of each year the file is passed to the Heritage Officer for archiving • Administer clubhouse usage; ensuring (if required) external users have insurance cover, agree donation for use and collect/arrange for receipt of payment, receive and act on advice from House Officer of any damage or unacceptable occurrences • Manage keys and access to the clubhouse, including hold the Club's stock of keys, authorising new keys to be cut, collecting and refunding key deposits and maintaining an up to date record of keys issued and held and by whom • Advise Treasurer when a member requests and is granted, subject to the Convenors allocating a space, use of the Club's boat storage facilities • Monthly review bank statements received for reasonableness vis-à-vis expected/normal expenditures and receipts • Maintain stocks of Club stationary and promotional material • Liaise with past, life and honorary members with assistance from the Patron • Work with other committee members as required to help them undertake their duties • Provide Secretary's Annual Report to the AGM
Elected Office Bearers	<ul style="list-style-type: none"> • The Social Secretary, Webmaster, Editor Splash, Safety/Training, Whitewater, Openwater and Flatwater Convenors and House Officer sit on the Club Committee 	<ul style="list-style-type: none"> • The Social Secretary, Webmaster, Editor Splash, Safety/Training, Whitewater, Openwater and Flatwater Convenors and House Officer sit on the Club Committee
Social Secretary	<p>Responsibilities</p> <ul style="list-style-type: none"> • Organise Club meetings, announcements and responses with assistance from President/Vice President • Organise BBQ and other refreshments, or ideally members to 	<ul style="list-style-type: none"> • Responsible for organising Club meetings, announcements and responses, with assistance from the President/Vice President

	<p>prepare</p> <ul style="list-style-type: none"> • Assist with organising speakers for meetings • Organise Christmas in July celebration with help from President/Vice President • Assist the President/Vice President with organising Birthday/Christmas parties • Store and manage Club merchandise and its sale • Provide support to other committee members • Annual Report to the AGM <p>Relationship</p> <ul style="list-style-type: none"> • President/Vice President 	<ul style="list-style-type: none"> • Organise the BBQ, salads, etc. and other refreshments for the Club meeting or, ideally, arrange for other members to prepare food • Assist the President/Vice President to source speakers for meetings; meet and greet the speaker in the Presidents/Vice Presidents absence • Organise Christmas in July, assisted by the President/Vice President. • Assist the President/Vice President with organising the Club Birthday/Christmas parties • Store and manage Club merchandise and have on hand at Club meetings and functions for sale • Work with other committee members as required to help them undertake their duties • Provide Social Secretary's Annual Report to the AGM
<p>Webmaster</p>	<p>Responsibilities</p> <ul style="list-style-type: none"> • Develop, maintain and upgrade where needed a website which will: <ul style="list-style-type: none"> ○ provide easy access to members and visitors ○ contains up to date content, and ○ reflect the Club's goals and objectives, constitution and bylaws and operating procedures/policies • Maintain electronic Splash archive and the Club's trips calendar with the Convenors • With the Heritage Officer source historical material for use on the website • Maintain membership, Yahoo, Splash distribution, instructors, training and professional development list(s) (?) • Maintain Club domain name and email address registrations • Provide support to other committee members • Annual Report to the AGM <p>Relationships</p> <ul style="list-style-type: none"> • Editor Splash • Treasurer • Safety and Trip Convenors • Heritage Officer 	<ul style="list-style-type: none"> • Develop and maintain the Club website which will provide: <ul style="list-style-type: none"> ○ easy and clearly navigable access to both Club members and visitors to the website ○ up to date content on current activities, Club contacts, policies, links to other organisations and resource sites, etc. ○ reflect the Club goals and objectives, constitution, bylaws and operating procedures/policies • Recommend upgrades to the website with new pages or content, including suggestions from members and the Committee, and if approved implement • Maintain the electronic Splash archive and, with assistance from the Trip and Safety Convenors, the Club's trips calendar • Liaise with the Heritage Officer to source historical material (e.g. old Splash or prior articles, photos and videos, past trip reports, etc.) for use on the website • Maintain membership contact list(s) – Yahoo Group, current membership, Splash distribution, instructors, training, professional development. Ideally these should be consolidated into one database with different 'views' available

		<p>depending on need or security level (?)</p> <ul style="list-style-type: none"> • Maintain registration of the Club's domain name and email address(s) • Work with other committee members as required to help them undertake their duties • Provide Webmaster's Annual Report to the AGM
Editor Splash	<p>Responsibilities</p> <ul style="list-style-type: none"> • Publish Splash by the 23rd of each month • Liaise with Convenors and members to provide news to the Club which includes: <ul style="list-style-type: none"> ○ future calendar of events ○ reports on past trips ○ safety articles ○ Club scuttle, and ○ Presidents Platitudes • With the Heritage Officer source historical material for use in Splash • Monthly provide the Mitchell Library with copies of Splash • Provide support to other committee members <p>Relationships</p> <ul style="list-style-type: none"> • Club members • Webmaster • Heritage Officer 	<ul style="list-style-type: none"> • Publish Splash, the Club magazine, by the 23rd of each month • Obtain input from Club members by liaising with Convenors and members as well as items of interest sourced from other paddling publications, You Tube, etc. • Provide current news and items of interest to members which includes future calendar of events, reports on past trips, safety articles, Club scuttle, Presidents Platitudes, etc. • Liaise with the Heritage Officer to source historical material (e.g. old Splash or prior articles, photos, past trip reports, etc.) for use in Splash • Each month provide the Mitchell Library with copies of Splash, the Club magazine • Work with other committee members as required to help them undertake their duties • Provide Editor's Annual Report to the AGM
Safety/Training Convenor	<p>Responsibilities</p> <ul style="list-style-type: none"> • Oversee, and work with, Trip Convenors to ensure Club safety practices and policies are followed for all River's sanctioned trips • Identify, develop, document and implement training events for Coordinators, members and 'come and try' events • Promote the Club by conducting training events in conjunction with PaddleNSW • Publicise events using the Club calendar, Splash and the Yahoo Group • Collect fees for boat hire, single membership and PaddleNSW single events and pass to Treasurer • Identify, document and implement training standards and 	<ul style="list-style-type: none"> • Oversee, and work with, Trip Convenors to ensure Club safety practices and policies are followed for all River's sanctioned trips • Identify, with assistance from Convenors, areas of need and develop, document and implement training events for Convenors, members and 'come and try' events • Promote the Club by conducting training events in conjunction with PaddleNSW and other organisations where appropriate • Publicise events using the Club calendar, Splash and the Yahoo Group • Collect charges and fees for boat hire, single membership and PaddleNSW single events and pass to Treasurer

	<p>codes and kayaking policies. Review and update as required</p> <ul style="list-style-type: none"> • Obtain Committee approval and publicise standards, codes and policies via Splash, website and Yahoo Group • Maintain, with help from Heritage Officer, a library of safety and training documents for reuse • Publish articles for safety and training • Manage the Club's instructors, training and professional development data base (?) • Identify and prepare safety/training grant applications and, if successful, manage the budget and report outcomes • Provide support to other committee members • Annual Report to the AGM <p>Relationships</p> <ul style="list-style-type: none"> • Trip convenors • Webmaster and Splash Editor • Treasurer • Heritage Officer 	<ul style="list-style-type: none"> • Identify, document and implement, with input from Convenors, training standards and codes and kayaking policies for the Club. Review and update existing as required • Obtain Committee approval for training standards/codes and revised/new policies and, when approved, update the website and publicise to members via Splash and the Yahoo Group • Maintain, with help from the Heritage Officer, a library of safety and training documents for reuse • Publish articles for safety and training, including sourcing articles or relevant information from other paddling organisations and publications • Manage the Club's instructor, training and professional development records using the membership list(s)/database managed by the Webmaster (?) • Identify and prepare safety/training grant applications for approval by the Executive Committee and, if successful, manage the project's budget and report outcomes, including expenditures versus grant amount, to the Committee • Work with other committee members as required to help them undertake their duties • Provide Safety/Training Convenor's Annual Report to the AGM
<p>Convenors</p> <ul style="list-style-type: none"> • Whitewater • Openwater • Flatwater 	<p>Responsibilities</p> <ul style="list-style-type: none"> • Work with the Safety/Training Convenor to ensure Club safety practices and policies are followed for all Club sanctioned trips • Coordinate trips for a range of skill levels at suitable venues • Approve proposed trips &/or organise trip leaders with appropriate experience given the trip's nature/risk • Liaise with other disciplines and PNSW to foster cross events to promote the Club • Advertise events on website calendar, Splash and Yahoo Group • Work with the Safety/Training Convenor to identify, document and implement training standards and codes and kayaking policies for the Club. Review and update existing as required • Ensure current Club and PaddleNSW membership for those 	<ul style="list-style-type: none"> • Work with the Safety/Training Convenor to ensure Club safety practices and policies are followed for all Club sanctioned trips • Co-ordinate Club trips, both day and weekend, catering for a range of skill levels at suitable venues. In addition the Whitewater Convenor will co-ordinate the Victorian (October) and Easter Safaris • Approve proposed trips &/or organise trip leaders ensuring the leader has sufficient capability and experience &/or Australian Canoeing qualifications to lead the trip, having considered the nature/difficulty and risk of the trip • Liaise with other disciplines and PaddleNSW to foster cross events and to promote Rivers. Conduct events in conjunction with PaddleNSW, and other organisations where appropriate • Advertise these events using the Club calendar, Splash and the

	<p>attending events</p> <ul style="list-style-type: none"> • Collect fees for boat hire, single membership and PaddleNSW single events and pass to Treasurer • Monitor and arrange/authorise Club boat use and hire • Inspect Club boats for damage/missing parts and carry out maintenance and repair. Report gear to be scrapped • Conduct annual stocktake and report any assets to be scrapped or missing to Treasurer • Ensure trip reports for all trips, with photographs and videos for use on website and at Club meetings • Identify and prepare kayaking related grant applications and, if successful, manage the budget and report outcomes • Provide support to other committee members • Annual Report to the AGM <p>Relationships</p> <ul style="list-style-type: none"> • Safety/Training Convenor • Treasurer • Webmaster and Splash Editor 	<p>Yahoo Group</p> <ul style="list-style-type: none"> • Work with the Safety/Training Convenor to identify, document and implement training standards and codes and kayaking policies for the Club. Review and update existing as required • Ensure those who attend trips and events are current Club and PaddleNSW members. Remind lapsed members of the need to renew their memberships and, depending on circumstances, require a single event membership. Known visitors should have a corresponding club and PaddleNSW membership • Collect charges and fees for boat hire, single membership and PaddleNSW single events and pass to Treasurer • Monitor and arrange/authorise Club boat use and hire • Regularly inspect Club boats for damage &/or missing parts and manage/undertake their maintenance and repair. Report boats and equipment to be scrapped to the Treasurer • Conduct an annual stocktake of boats and equipment, and report any missing or unusable assets that require scrapping to the Treasurer • Ensure trip reports are prepared and published in Splash for all trips, with photographs and videos for use on the website and for Club meetings. These should be prepared or submitted by members who have attended the trip. Use of threats and GBH are acceptable if reasonable methods fail • Identify and prepare kayaking related grant applications for approval by the Executive Committee and, if successful, manage the projects budget and report outcomes, including expenditures versus grant amount, to the Committee • Work with other committee members as required to help them undertake their duties • Provide Convenor's Annual Report to the AGM
<p>House Officer</p>	<p>Responsibilities</p> <ul style="list-style-type: none"> • Ensure ongoing clubhouse security is maintained • Monitor clubhouse to determine general maintenance required and repair due to damage 	<ul style="list-style-type: none"> • Ensure ongoing clubhouse security is maintained, including the correct operation of security systems and locks • Monitor clubhouse to determine general maintenance

	<ul style="list-style-type: none"> • Undertake minor repair and maintenance up to \$250 limit (?) • Report major faults and maintenance required, with cost estimates if available, and obtain approval to proceed. Emergency repairs can be undertaken with the verbal approval of one Executive Committee member • Maintain the cleanliness of the clubhouse and organise members to help with assistance from the President/Vice President • Identify responsibility (i.e. Club or Council) for any major rectification and maintenance works and, with Secretary and President/Vice President, assist in Council liaison • Recommend upgrades to clubhouse facilities, together with cost estimates and body responsible, manage the budget and report outcomes • Identify and prepare clubhouse related grant applications and, if successful, manage the budget and report outcomes • Provide support to other committee members • Annual Report to the AGM <p>Relationships</p> <ul style="list-style-type: none"> • President/Vice President • Secretary 	<p>required and repair due to damage</p> <ul style="list-style-type: none"> • Undertake minor repair and maintenance as required with a \$250 limit (?) before Executive Committee approval is required • Report major faults and maintenance requirements to the Executive Committee with an estimate of cost, if it can reasonably be made, prior to proceeding. Emergency repairs can be undertaken with the verbal approval of one Executive Committee member • Maintain the cleanliness of the clubhouse; meeting room, kitchen, bathrooms and boat room organising members, with assistance from the President/Vice President, to undertake/help with the cleaning and maintenance. This may include regular 'cleaning bees' • Work with the Secretary and President/Vice President to identify responsibility (i.e. Club or Council) for any major rectification and maintenance works and assist in liaising with Marrickville Council over clubhouse • Recommend any upgrades required to clubhouse facilities, together with cost estimates and body responsible, to the Executive Committee • Manage any Club funded upgrades to clubhouse facilities approved by the Executive Committee and report the outcomes, including expenditures versus budget, to the Committee • Identify and prepare building/facility related grant applications for approval by the Executive Committee and, if successful, manage the projects budget and report outcomes, including expenditures versus grant amount, to the Committee • Work with other committee members as required to help them undertake their duties • Provide House Officer's Annual Report to the AGM
Other Officers	<ul style="list-style-type: none"> • These are positions that are either appointed by the Executive Committee or where a Club Committee member is filling a supporting statutory role (Public Officer). Neither position is a 	<ul style="list-style-type: none"> • These are positions that are either appointed by the Executive Committee or where a Club Committee member is filling a supporting statutory role (Public Officer). Neither position is a

	member of the Club Committee but may be invited to attend if input is required on their area of responsibility	member of the Club Committee but may be invited to attend if input is required on their area of responsibility
Heritage Officer	<p>Responsibilities</p> <ul style="list-style-type: none"> • Convene Heritage Working Group when appropriate for a project, reporting to President/Vice President • Identification, preservation and recording of heritage artefacts • Provide archival services for current documents and records • Identify and prepare heritage related grant applications and, if successful, manage the projects budget and report outcomes • Using materials available promote the Club by engaging the public in its historical significance • Provide the Webmaster and Editor of Splash with historical material for use <p>Relationships</p> <ul style="list-style-type: none"> • President/Vice President • Webmaster and Splash Editor 	<ul style="list-style-type: none"> • Convene Heritage Working Group when appropriate for a project, reporting to President/Vice President • Manage and undertake the identification and preservation of Club heritage artefacts • Maintain register and documentation of Club artefacts • Provide archival services to the Secretary, Safety/Training Convenor and other Committee members for current documents and records • Identify and prepare heritage related grant applications for approval by the Executive Committee and, if successful, manage the projects budget and report outcomes, including expenditures versus grant amount, to the Committee • Using the materials available promote the Club by engaging the public in the historical significance (e.g. displays of historical material at Council offices or libraries) of the River Canoe Club of NSW • Provide the Webmaster and Editor of Splash with historical material (e.g. old Splash or prior articles, photos and videos, past trip reports, etc.) for use on the website and in Splash • Work with other committee members as required to help them undertake their duties • Provide Heritage Officer's Annual Report to the AGM
Public Officer	<p>Responsibilities</p> <ul style="list-style-type: none"> • To act as an authorised signatory if requested • Lodge Annual Report with Dept. of Fair Trading 	<ul style="list-style-type: none"> • To act as an authorised signatory if requested by the Executive Committee • Lodge Annual Reports in a timely manner with the Dept. of Fair Trading