

Weimaraner Club of Western Australia

Club Committee – Roles and Responsibilities

Ever wondered what your Club Committee does for you, or what the job entails before you volunteer? The following lists give an idea of the kinds of activities each role performs within the club, and the level of commitment required to support our club members each year.

General Club Meetings

Date: Once a quarter

Time: 7pm to 9.30pm

Location: Virtual or in person

Annual General Meeting (AGM):

The Annual year is 1 Jan to 31 Dec.

Date: To be held early in the subsequent year, actual date to be advised.

Time and Location: To be advised

Committee Positions

President

- Responsible for all Club activities.
- Provide guidance to sub-committees in planning to keep in line with the club's objectives.
- Calls and presides over all meetings, including the AGM.
- Attends and chairs all meetings (or nominates Vice-President as proxy and provides them with written updates if unable to attend).
- Keeps current on National (ANKC) and State (Dogs West) breed Club requirements and associated activities.
- Facilitates meetings regarding dispute resolution.
- With the Treasurer, is the signatory to the Club's bank account. Where there is an acknowledged conflict of interest with the first line signatories, the second signatory role will pass to another Executive Committee member, as agreed by the Committee.
- Maintains open communication with club members and Committee to ensure full understanding of club's activities and current issues.
- Review with the Vice President and upload key decisions from Committee meeting minutes to the Club's website.
- Has the best interest of the whole club in mind at all times.

Vice-President

- Keeps current on National (ANKC) and State (Dogs West) breed Club requirements and associated activities.
- Covers all executive committee roles in the absence of the member.
- Co-Manages Club's Website content.
- Make sure the Website is updated periodically and as required, in conjunction with Facebook and Instagram.

- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).
- In the absence of the President, will chair club meetings.
- Maintains open communication with club members and Committee to ensure full understanding of club's activities and current issues.
- Performs additional duties as assigned by the President.
- Involved in the day-to-day operation/special projects as personal skill dictates.
- Review with the President and upload key decisions from Committee meeting minutes to the Club's website.
- Has the best interest of the whole club in mind at all times.

Secretary

- Is responsible for the coordination, scheduling and administration of Committee meetings, e.g. registering apologies, determining a quorum, etc.)
- Prepares and distributes relevant documentation (i.e agenda, previous minutes, discussion papers) 1 week prior in preparation for Committee meetings.
- Is responsible for the coordination and scheduling of the AGM, including invitations to Financial Members 3 weeks prior, and the distribution of the reviewed (by the President or VP) annual financial summary and previous AGM Minutes 5 days prior.
- Is responsible for managing the AGM, including attendance record and voting process.
- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).
- Manages the Club's mailbox.
- Maintains open communication with club members and Committee to ensure full understanding of club's activities and current issues.
- Performs additional duties as assigned by the President. Involved in the day-to-day operation/special projects as personal skill dictates.
- Has the best interest of the whole club in mind at all times.

Treasurer

- Must have some experience in basic bookkeeping.
- Prepares an annual financial report which includes (as a minimum):
 - Summary YTD Income Statement which includes comparison of current YTD balance to previous years' YTD balance;
 - Detailed annual income statement;
 - Annual Bank reconciliation; and
 - Brief commentary for YTD results.
- Presents the financial reports at the AGM.
- Provide the Membership Officer bank statements as required to be used to prepare the Membership Report.
- Provide additional bank statements to relevant coordinators as required, in order to assist with financial control of special activities such as Calendars, Training, etc.
- Provide quarterly financial updates at the committee meeting. Updates to include current bank balance and any special financial info relevant to the quarter.

- Keeps an electronic file of the financial reports.
- With the President, or another Executive Committee member in the event of a declared conflict of interest, is the signatory to the club bank account.
- Deposits all money received within 5 days of receipt.
- Arranges payment of approved invoices within supplier terms of trade.
- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).
- Maintains open communication with club members and Committee to ensure full understanding of club's activities and current issues.
- Performs additional duties as assigned by the President. Involved in the day to day operation/special projects as personal skill dictates.
- Has the best interest of the whole club in mind at all times.

Rescue Officer*

- Is responsible for rescue, respite and rehome of Weimaraners in need.
- Develops extensive state-wide and national networks to assist in the facilitation of the following (but not limited to):
 - Identification of dogs that are for sale from private owners or are in animal shelters;
 - Identification of dogs and owners that are in crisis and provide assistance; and Rehoming of dogs.
- Develops and maintains a database of potential suitable homes or individuals for respite and rehome.
- Provide quarterly updated database to the President and Vice President.
- Provide quarterly rescue and rehome updates at the committee meeting.
- Provide specific details on rescue or rehome activities to Executive Committee members as required. E.g. in order to assist with rescue or rehome process, e.g. financial, membership, etc.
- Presents a written Rescue Report at the AGM.
- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).
- Maintains open communication with club members and Committee to ensure full understanding of club's activities and current issues.
- Has the best interest of the whole club in mind at all times.

Membership & Microchip Officer *

- Maintains a membership register which includes (as a minimum):
 - All information that is on the membership form
 - Method of payment e.g. EFT, cash, cheque, money order
 - Date money banked or EFT (EFT date will be obtained from the Treasurer's monthly Membership payment report)
- Records all membership form information in the register within 5 working days of receipt.
- Reconcile each quarter the Membership payment list (from the Treasurer) to the membership list.
- Presents a written Membership Report at the general meetings. To include as a minimum:

- Number of members;
 - New members;
 - Members not renewed.
- Provides the Committee an up-to-date club membership list for the AGM, 1 month prior to AGM.
- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).
- Maintains open communication with club members and Committee to ensure full understanding of club's activities and current issues.
- Performs additional duties as assigned by the President. Involved in the day-to-day operation/special projects as personal skill dictates.
- Has the best interest of the whole club in mind at all times.

General Committee member

- Attends all meetings (or nominates a proxy and provides them with written updates if unable to attend).
- Maintains open communication with Committee members to ensure full understanding of the Club's activities and current issues.
- Takes a leadership role on the sub-committees.
- Works closely with all committee members.
- Performs additional duties as assigned by the President or Vice President. Involved in the day-to-day operation/special projects as personal skill dictates.
- Has the best interest of the whole club in mind at all times.

Past Executive Committee members

- Responsible for providing handover and support to the incoming Committee members.
- Provides the Committee with all electronic and hardcopy files of reports, correspondence and other club related documentation.
- Within 10 working days after the AGM (or when the committee member resigns or is appointed) and in conjunction with the Treasurer arranges for bank signatories and supplier authorisations to be updated to current committee members.
- Has the best interest of the whole club in mind at all times.

Note:

* Appointed by the Club's Committee, not the entire member body