



Dragon Boat ACT Committee Roles and Responsibilities

Updated July 2022

Committee Positions and Role Descriptions

The structure of the Dragon Boat ACT (DBACT) Committee and roles may vary year to year. The structure includes four specific positions - President, Vice President, Treasurer and Secretary, each with defined and distinctive roles. The rest of the Committee are General Committee Members whose roles change, depending on what is needed by the Association and the skill sets of those elected.

The committee member

Committee members must work as a team, be timely with communications and treat the Association as a business venture. Members should:

- Respond to email correspondence promptly.
- Notify the secretary, president and vice president by email prior to taking breaks or holidays.
- Understand the committee operates for an entire year with due diligence on their role for the whole time.
- Accept that the role of committee member requires *commitment, self-motivation and a willingness to assist with committee activities*, not just those associated with their portfolio.

Committee member capabilities

- Ensure integrity in all interactions as a Dragon Boat ACT committee member.
- Maintain confidentiality.
- Lead by example.
- Build and maintain relationships.
- Build a culture of improvement.
- Ensure good governance is adhered to, and
- Listen and communicate in an honest and respectful manner.

Specific Positions

President

Be a leader who is able to display and adhere to the committee member capabilities, provide a strong strategic direction for the Association. The President is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success and growth of the Association. They work to optimise the relationship between the Committee, paid employees, volunteers and other members, and to achieve the Association's goals as defined in the Strategic Plan. The President is the spokesperson for DBACT and works to maintain key relationships within and outside of the association. The President will have a succession plan for committee member replacements as and when required.

The role of the President is to provide leadership for the Association and the Committee and is the Risk Manager for all legal and financial matters of the Association.

Desirable attributes:

The President is:

1. A strong leader who is able to lead with integrity and ensure good governance.
2. Well informed on all Association activities and able to provide oversight and lead a team.
3. Forward thinking and committed to achieving/exceeding the overall goals of the Association.
4. Has a sound understanding of the DBACT Constitution, policies and duties of office bearers.
5. Able to work collaboratively with other members of the Committee.
6. An active listener who is attuned to the interests of clubs, members and related groups and organisations.
7. A positive role model who promotes a confident image for the Association when representing the Association and the Committee in other forums.
8. A competent public speaker.

Duties:

The President is required to:

1. Chair committee meetings ensuring that they are run in accordance with the Constitution, efficiently and effectively.
2. Act as a signatory for the Association in all legal matters and financial purposes.
3. Ensure the Committee are aware of matters of governance that relate to its own structure, role and relationship to members and any paid employees.
4. Consult with Committee members on their role, to ensure they optimise their contribution to the role and the Association.
5. Work with the Committee to ensure:
 - a. the necessary skills are represented on the Committee's and that a succession plan is in place to help find new members when required. and
 - b. relevant strategic policies and other plans are developed in order to achieve the goals of the Association.
6. Work with the Committee to manage any paid employees, including recruitment, retention, salary and performance reviews.
7. Serve as the spokesperson for the association, at local and national levels as and when required.
8. Communicate regularly with the Presidents of the DBACT member Clubs and the Australian Dragon Boat Federation (AusDBF).
9. Identify sport, recreation and health initiatives and oversee strategic planning and implementation.
10. Assist in the development of partnerships with sponsors, funding agencies, the Territory government, shared facility users and organisations that are relevant to the goals of the Association.

Vice President

The Vice President is the strategic operational leader for the Association. They are responsible for assisting the President to fulfil their responsibilities for the governance and success of the Association. The Vice President assumes the role of President when unavailable.

Desirable Attributes:

The Vice President should be:

1. Able to develop good relationships internally and externally.
2. Able to step in for the President as and when needed.
3. Forward thinking and committed to meeting the overall goals of the Association.
4. Have a good working knowledge of the DBACT Constitution, policies and duties of officebearers.
5. Able to work collaboratively with Committee Members
6. An active listener who is attuned to the interests of members and other interest groups.
7. A positive role model who promotes a confident image for the Association when representing the Association and the Committee in other forums.
8. A competent public speaker.
9. Able to raise concerns with the President when they arise.

Duties:

The Vice President is required to:

1. Fulfil the Presidents role as and when required.
2. Be an alternate signatory for the Association for legal and financial purposes.
3. Assist the President to achieve the strategic and operational goals of the association.
4. Coordinate Association planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required.
5. Be an alternate signatory on the Associations accounts.
6. Other duties as nominated by the President.

Treasurer

The Treasurer is responsible for the financial supervision of DBACT to allow the Committee to provide good governance of the Association. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the Association's financial future and monitoring the Association's revenue and expenditure. The Treasurer will be well-organised, honest, reliable and preferably possess a level of financial qualification or experience.

Desirable Attributes:

The Treasurer will:

1. Be organised.
2. Have financial qualifications and/or relevant experience.
3. Be able to maintain accurate financial records.
4. Be honest, reliable and trustworthy.
5. Have competent computer skills to perform the role.
6. Have open communication skills.

Duties:

The Treasurer is required to:

1. Provide advice to the Committee in their management of the Association's finances.
2. Administer all financial affairs for the Association.
3. Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval with supplementary budgets for general committee roles (eg Events, Equipment, Development etc.).
4. Ensure development and review of financial policies and procedures by the Committee.
5. Organise and support any required auditing processes.
6. Communicate with relevant committee members when invoices are issued /paid.
7. Receipt all incoming monies.
8. Bank all monies received.
9. Ensure all financial transactions are completed by two signatories.
10. Pay all invoices, ensuring no invoice is paid late.
11. Maintain accurate records of all the Association's income and expenditure.
12. Ensure that all receipts and payments concur with bank statements.
13. Present monthly financial reports to the committee.
14. Ensure transparency in all dealings (financial or other).
15. Be a signatory on the Associations accounts.

Secretary

The Secretary is responsible for the documentation and communication of the activities of the Committee. The Secretary is the primary administrative officer of the Committee and provides the links between the Committee, members and outside agencies. The Secretary should be a good communicator and be well organised.

Desirable Attributes:

The Secretary should:

1. Have exceptional organisational skills.
2. Be well informed on all Association activities
3. Have competent computer skills.
4. Have a good working knowledge of the DBACT Constitution, rules and duties of office bearers. and
5. Be a good communicator.

Duties:

The Secretary is required to:

1. Maintain and distribute, in a timely manner, records of the Committee meetings and its decisions.
2. Maintain and distribute, in a timely manner to all Clubs, a record of general meetings and their decisions.
3. Ensure effective management and storage of all Association records.
4. Provide details of all committee members to the Public Officer in accordance with the requirements of the Office of Regulatory Services.

5. Ensure that accurate and sufficient documentation and records of the Association are kept to meet legal requirements and are available to members in accordance with the DBACT Constitution. Records must be available for reports, elections, planning and other Association activities.
6. Organise Committee meetings and general meetings, including:
 - a) room bookings and advice to attendees;
 - b) recording meeting attendees;
 - c) developing and distributing meeting agenda and any relevant papers;
 - d) distributing previous minutes prior to meeting to all attendees;
 - e) recording meeting minutes;
 - f) maintaining the records of meetings and ensuring they are available to members and the Treasurer for the annual audit; and
 - g) posting minutes on-line in a timely manner.
7. Provide an up-to-date copy of the DBACT Constitution, approved policies and guidelines when required.
8. Ensure that proper notification is given of special and general meetings as specified in the DBACT Constitution.
9. Manage the general correspondence of the Committee except for such correspondence assigned to others.
10. Provide advice to and manage queries from clubs and members, forwarding them to Committee members where appropriate.
11. Assist the Committee in providing systematic communication from the Committee to Club Representatives, Association Members and other relevant stakeholders.

General Committee Roles

General committee members are elected to support the objectives of the Association under the direction of the President and Vice President. Roles are allocated based on Association need and the skill set of the elected members. In some cases, roles outlined below may be undertaken or assisted by non-committee members. Corporate Officer and Equipment Officer roles are examples where non-committee members have undertaken or assisted with the roles in previous years. The duties of the Events Officer have also been shared by several committee members in recent times.

Roles may include but are not limited to:

- Membership Officer
- Events Coordinator
- Equipment Officer
- Corporate Officer
- Development Officer
- Safety Officer
- Marketing Officer

Membership Officer

Desirable attributes:

The Membership Officer should have:

1. Good organisational skills
2. Ability to update and maintain membership information using revSport's on-line database.
3. Ability to use a spreadsheet to produce statistics and demographic data.
4. Very strong attention to detail
5. Be a team player, and
6. Attributes in keeping with other committee members

Duties:

Specific duties include but are not limited to:

1. Liaising with clubs on membership and database issues.
2. Providing membership statistics as needed, including to AusDBF, the DBACT Committee, in monthly reports to the DBACT General Meeting, for grant applications and in response to requests (eg from the ACT Government).
3. Managing the membership database which includes but is not limited to:
 - a) Overseeing interaction between club and DBACT membership databases;
 - b) Ensuring membership information, such as expiry dates, is correct;
 - c) Liaising with AusDBF as necessary on data recorded in the database.
4. Representing DBACT on the AusDBF revSport User Group.
5. Attending to membership enquiries/issues.
6. Taking the lead in relation to development of membership policy, for consideration by the Committee and General Meetings, including reviewing membership policy documents from time to time.

Events Coordinator

During the regatta season, the workload of Events Coordinator has proved to be too heavy for one person. In recent times it has been shared with other Committee members and non-committee members, notably Vice President and ROMPs (the Regatta Officials Mentoring Program representatives). The duties below should be shared between the Events Coordinator and others as determined each year.

Desirable Attributes:

The Events Coordinator should:

1. Have exceptional organisational skills.
2. Have competent computer skills, including the ability to use revSport for on-line regatta planning.
3. Be an effective communicator.
4. Be a team player.
5. Be able to pre-plan, manage and organise events effectively and efficiently.
6. Have a customer service focus.

Duties:

Specific duties include but are not limited to:

1. Ensuring that all venue and support bookings are finalised prior to regatta season.
2. Ensuring that proper notification is given to Clubs about events and regattas in a timely and efficient manner.
3. Working closely with committee members to ensure DBACT regattas are organised efficiently and effectively.
4. Ensuring that accurate and sufficient documentation exists for all regattas and DBACT sanctioned events, including but not limited to contact details of suppliers.
5. Dealing promptly, politely and efficiently with all enquiries.
6. Sending out information for ACT regattas, liaising with ROMP representative on volunteer and official rosters, organising race draw, organising set up and pack down as per the Regatta Directions.
7. Event day logistics including liaising with the Equipment Officer.
8. Keeping accurate and up-to-date database, spreadsheet and electronic records.
9. Ensuring that all health and safety requirements are met for each event in liaison with the Safety Officer.
10. Liaising with Marketing Officer in regards to other events

Equipment Officer

Desirable Attributes:

The Equipment Officer should be:

1. Very well organised.
2. An effective communicator.
3. Able to manage and organise the repair and maintenance of equipment.
4. Capable of sourcing and organise new and replacement equipment.

Duties:

Specific duties include but are not limited to:

1. Have up-to-date and accurate documentation for the repair and maintenance of all equipment, including but not limited to, the contact details of the service provider/s.
2. Oversee the coordination of day-to-day activities and the maintenance of equipment and facilities.
3. Determine needs and generate purchase orders to acquire new equipment.
4. Establish, maintain, and reconcile equipment inventories, and oversee the maintenance of all inventory records for DBACT.
5. Oversee, coordinate and liaise with the Events Coordinator on regatta equipment preparations and setup for regattas and other events, as and when required.
6. Ensure that all equipment is maintained in a clean and serviceable condition.
7. Check venue and manage required facilities.

Corporate Officer

Desirable Attributes:

The Corporate Officer should have:

1. Good organisational skills.
2. Competent computer skills.
3. Effective communication skills.
4. Ability to organise and manage all corporate bookings.
5. Competent public speaking skills.
6. Ability to liaise with the relevant committee members as and when required.

Duties:

Specific duties include but are not limited to:

1. Maintain up to date and accurate documentation on the process for corporate bookings.
2. Respond to all corporate booking enquiries in a timely manner.
3. Liaise with the Sweep Coordinator to ensure an appropriately qualified and experienced sweep is available for the event, including their first aid certification.
4. Ensure appropriate boats are booked for corporate bookings.
5. Communicate with the Treasurer to ensure Corporate Bookings are invoiced in a timely manner.

Development Officer

Desirable Attributes:

The Development Officer should have:

1. Good intrapersonal skills.
2. Well-developed oral and written communication adeptness, good observation and organisational skills, attention to detail.
3. Ability to make decisions, negotiate and problem solve.
4. A good understanding of the sport and associated policies, procedures and stakeholders,
5. Competent computer skills with the ability to maintain and update relevant databases for training and development related matters.

Duties:

Specific duties include but are not limited to:

1. In consultation with the Committee and members, develop and implement an annual training framework, taking into account goals in DBACT's Strategic Plan.
2. Ensure the season's program is included in the DBACT calendar.
3. Liaise with the DBACT community to develop best practice in coaching, sweeping, paddling, drumming, officiating, youth development, state and national representation.
4. Develop and facilitate events, workshops, courses and programs related to developing the DBACT community, paddlers, officials, coaches, drummers and volunteers.
5. Oversee the continuation and development of the ACT State Team, including managing the appointment of the ACT Coaching team.
6. Communicate and publish information associated with development opportunities.
7. Maintain effective relationships and partnerships with relevant organisations, including AusDBF,

schools and community organisations.

8. In consultation with other Committee members, identify potential opportunities for external funding.
9. In conjunction with the Marketing Officer, identify opportunities to publicise and promote dragon boating to the community.

Safety Officer

Desirable Attributes:

The Safety Officer should have:

1. An understanding of Health and Safety issues, organisational responsibilities and ability to acquire necessary knowledge.
2. Good organisational skills with a collaborative approach to safety.
3. Effective communication skills with an ability to communicate relevant messages to all club members.

Duties:

Specific duties include but are not limited to:

1. Establish and maintaining effective relationships with Club Safety Officers.
2. Monitor and review AusDBF Safety Handbook and DBACT relevant documents and make recommendations where needed.
3. Review and action Safe 365 Injury/ Incident reports and Chief Official reports following regattas. Report serious incidents to the DBACT Committee as soon as possible.
4. Liaise with Development Officer and Club Safety Officers in relation to training and safety promotion.
5. Liaise with Chief Official concerning regatta safety issues and concerns.
6. Consult with the relevant DBACT officers to make recommendations to the committee to improve systems, practices and behaviours that focus on:
 - land based training (location, equipment, environment);
 - on water training (equipment, weather, skills & capability);
 - regatta and competitions (systems and practices, equipment, safety boat, people).
7. Present an end of season report to the committee prior to the AGM. The report should include details of DBACT's safety performance, any incidents, how they were managed, key risks and their control measures.

Marketing Officer

Desirable Attributes:

The Marketing Officer should have:

1. Good organisational skills.
2. Competent computer skills.
3. Effective communication skills
4. Competent social media skills.
5. Ability to market the Association aligned to the Strategic Plan and operational direction of the sport.
6. Ability to liaise with the relevant committee members as and when required.

Duties:

Specific duties include but are not limited to:

1. Develop marketing strategy to promote the sport.
2. Develop marketing calendar of events annually.
3. Develop stakeholder liaison strategy and plan.
4. Develop social media plan and calendar and design creative copy for social media platforms.
5. Identify opportunities to promote Dragon Boating to Canberra community and align to DBACT calendar of events.
6. Investigate avenues for grants for the promotion of the sport that align to the organisation strategic plan and operational direction.
7. Be willing to attend functions and events to build DBACT network and identify partnerships.
8. Plan and manage DBACT marketing events and where relevant, coordinate and manage volunteers for DBACT marketing events.
9. Represent DBACT on the AusDBF Marketing Sub-committee
10. Coordinate with Corporate Officer and Development Officer

It would be helpful to have experience and/or training in any of the following:

1. marketing
2. social media
3. market research
4. project and event management.