



INFORMATION FOR THE COMMITTEE

This document provides information about the role and responsibilities of Committee members and other Club office-bearers. It is also intended to assist all Club members to understand the operations of the Committee, and in particular to encourage members to participate in the future management of the Club.

The *SBC Constitution* outlines:

- The structure and powers of the Committee,
- The election of the Committee (at the Club Annual General Meeting),
- The conduct of Committee meetings,
- The appointment and conduct of Sub-Committees, and
- The role and responsibilities of some of the Committee members and office-bearers (those indicated by ** below).

The *SBC By-laws* outline rules relating to:

- Participation in Club activities,
- The role of leaders,
- The Club fee structure,
- The advertising of the *Activities Program* to members,
- Training programs,
- Party Sizes,
- The awarding of Life Memberships.

The Role of the Committee

The role of the Committee is to ensure that the Club operates efficiently, actively, and in accordance with the wishes of its members, the *SBC Constitution* and *By-laws*, and policies developed by both the Club and *Bushwalking NSW*.

The Structure of the Committee

The Committee is comprised of the:

- President,
- Vice President,
- **Secretary,
- **Treasurer,
- **Membership Secretary
- **Activities Secretary, and
- Training Officer,
- Information Technology Officer, and
- Newsletter Editor.

The position of President may not be filled by the same person for more than three consecutive years.

The Committee will appoint three of the above as *Bushwalking NSW* representatives, and one of the above as *Child Protection Officer*.

Committee Meetings

The SBC *Constitution* requires the Committee to meet at least once every two months however with the exception of December the Committee currently meets every month, on the Monday prior to the Club's general meeting.

Committee meetings are listed on the *Club Activities Program*.

Any SBC member may ask the Committee to consider a matter, and if appropriate may attend a Committee meeting to speak to that matter.

Committee meetings are chaired by the President.

In the absence of the President, the meeting may be chaired by the Vice-President or one of the other office-bearers.

A quorum of five is required for a Committee meeting to proceed.

Matters are decided by a simple majority of those Committee members present at the meeting. In the event of drawn vote, the President may exercise a second or casting vote.

In the event of a likely shortfall of Committee members being able to attend a meeting, one or more of the additional Club office-bearers listed below may attend the meeting to form a quorum, and will have voting rights at that meeting.

Additional Club Office-Bearers

The Club generally has a number of additional office-bearers. These positions may vary from time to time, but currently include the:

- Social Secretary,
- Publicity and Promotions Officer,
- Vice Treasurer,
- Volunteers Officer – Upper Mountains,
- Volunteers Officer – Upper Mountains,
- Equipment Officer,
- Library Officer,
- Archive Officer,
- Catering Officer,
- **Public Officer, and
- Emergency Contact Officers

The Social Secretary and Volunteers Officers should attend a Committee meeting immediately after appointment, then on an as-needs basis.

The Publicity and Promotions Officer should attend Committee meetings whenever possible until club membership reaches 270.

The Vice-Treasurer should attend Committee meetings in the absence of the Treasurer.

Any of these office-bearers may be invited to attend a Committee meeting to ensure that there is a quorum of 5 in attendance.

Sub-Committees or Working Parties

The Committee may establish a Sub-Committee or Working Party to consider or undertake a particular task. The chair of any such sub-committee or working party may attend Committee meetings on an as-needs basis.

Responsibilities of Committee Members and other Office-Bearers

All Committee members and other office-bearers must be full members or life members of the Club. They are all volunteers, and beyond undertaking the responsibilities outlined below, have the freedom to undertake and improve their roles as they see fit.

The allocation of some responsibilities may be redistributed from time to time to suit the interests and skills of Committee members.

Activity Approvals Process

All Committee members have a role in approving (or not approving) activities being entered into the Club's *Activities Program*. Unless it is a "pre-approved" activity, all Club activities must have at least two Committee approvals before they can proceed.

In the event of the temporary absence of three or more Committee members, the additional Club office-bearers listed above may be requested to assist with this task.

Specific Committee Responsibilities:

President

- Chair Club General and Committee Meetings
- Represent the Club at official functions
- Liaise with external partners in regard to bushwalking matters
- Keep up to date with *Bushwalking NSW* issues
- Prepare and present a consolidated Committee report for the AGM
- Manage the annual Club awards in conjunction with the Activities Secretary
- Ensure the Club runs according to the *Constitution* and *By-laws*
- In the absence of the Activities Secretary, coordinate the Committee's response to an incident,
- Currently - maintain responsibility for the format and overall content of all Club documents and forms, and maintain the "*Document Master*" and "*Management of Documents and Forms*".
- Ensure that information on the SBC website relating to the position including any associated documents and forms are kept up to date.

Vice President

- In the absence of the President, undertake the President's role and responsibilities
- Assist with club projects
- Prepare a short report for the AGM
- Ensure that information on the SBC website relating to the position including any associated documents and forms are kept up to date.

Secretary

- Prepare correspondence
- Collect, assess and report on correspondence
- Draft and dispatch Club correspondence
- Maintain Club records
- Maintain Perpetual Calendar

- Ensure that Committee and General Meetings are listed on the club *Activities Program*.
- Prepare the Agenda for Committee and General meetings in consultation with the President
- Prepare and circulate meeting minutes
- Upload agendas and minutes to Dropbox
- Ensure that all current office bearers have access to Dropbox
- Archive Club records
- Prepare a short report for the AGM
- Ensure that information on the SBC website relating to the position including is kept up to date.
- Manage speakers and other special activities for Club general meetings, and enter them on the *Activities Program*
- Be responsible for projector and laptop for Club general meetings

Treasurer

- Conduct banking transactions
- Record Income and Expenditure in Cash Book
- Issue cheques for supplier bill payment
- Maintain and issue Petty Cash
- Prepare Bank Reconciliation Monthly
- Ensure fees and financials are up to date on the website
- Maintain an understanding of the current terms and conditions of the club's insurance policies; maintain an understanding of the insurance claims processes; ensure that the policies are current, and that relevant documents are filed on Dropbox,
- Report on upcoming expenses and financial situation at monthly Committee & General meetings
- Prepare Statement of Income and Expenditure & Assets and Liabilities as at 31st January each year & submit to Auditor
- Prepare annual Statement for the Department of Fair Trading & submit within 30 days of AGM
- Prepare and present a short report and financial statement for the AGM
- Ensure that information on the SBC website relating to the position including any associated documents and forms are kept up to date.

Membership Secretary

First Point of Contact for Prospective Members:

- Meet and liaise with prospective members at club meetings.
- Attend to membership enquiries via email, phone and mail.
- Furnish Prospective Members with appropriate information at the point of contact (ie *Information for Prospective Members* and *Information for Members*).
- In the event of an enquirer wishing to proceed with prospective membership, obtain payment of fee, and issue them with an *Activities Program* and *Prospective Member Record* form.
- Correspond with prospective members using pro forma letters/emails.

New Members:

- Propose to the Committee that those Prospective Members who have completed the Induction Course and three activities be elevated to full membership.
- At a Club general meeting, announce those members who are recommended by the Committee to be accepted as full members
- Forward to new members a pro-forma "Welcome" letter signed by the President

Maintain Membership List and Records:

- Update details for prospective members into Club database from their application forms (including address, phone, email address, emergency contact details, Acknowledgement of Risk, etc).
- Encourage all members to update their contact details via the Club website
- Check annual *Acknowledgement of Risk* statements have been correctly signed.
- Tabulate total membership numbers and provide trends on annual comparison basis and year to date.

Other tasks:

- Undertake surveys, and record, analyse and report on results to the Committee for financial Members, and those Prospective Members and Members who do not renew their membership
- Recommend life members to the Committee.
- Prepare a short report for the AGM
- Ensure that information on the SBC website relating to the position including any associated documents and forms are kept up to date.

Activities Secretary

- Request, assemble, check and collate contributions for the *Activities Program* and provide to Newsletter Editor
- Correct, punctuate and edit *Activities Program* on the data base
- Monitor short-notice and very-short-notice activities
- Advise members of closing dates for upcoming programs
- Strategically review the forward *Activities Program* and send list of opportunities to short notice bulletin to ensure that there is a comprehensive and balanced program
- Identify and encourage existing and lapsed leaders (training officer does new leaders
- Collate, record, and scan *Activity Sign-Up* forms and archive on Dropbox
- Coordinate the Committee's response to an incident and enter to database
- Collate, record, and scan *Incident Reports* and archive on Dropbox
- Report incidents and recommend risk management actions to the Committee
- Up-date walks numbers on database
- Manage the annual Club awards in conjunction with the President
- Facilitate the presentation of activity reports and future activity reports at the Club general meetings
- Prepare short activity report for AGM
- Ensure that information on the SBC website relating to the position including any associated documents and forms are kept up to date.

Training Officer

Provide induction training for Prospective Members:

- Run at least six induction courses per year - around 1½ hr duration, on Club history & structure, guidelines for booking and participating in activities, guidelines on clothing and equipment, safety, and bushwalking ethics.
- Lead prospective members on an easy walk assessing their walking ability. Discuss what type of walks to start with staying within their individual abilities.
- Maintain records on induction courses
- Liaise with the Membership Secretary about new Prospective Members

Encourage, support and train current leaders and potential new leaders:

- Encourage risk management and best practice
- Assist leaders to increase their technical skills
- Get feedback from leaders to improve club operations

Co-ordinate training opportunities for members:

- Training may include downloadable documents on the website, short courses run by the Club or external providers, short presentations at monthly Club meetings, etc
- Topics may include Clothing and Equipment, First Aid, Emergencies, Abseiling, First Aid, Navigation, Activity Leadership, etc.
- Maintain training materials
- Arrange short training peer to peer refresher and update sessions at meetings

Other tasks:

- Prepare a short report for the AGM
- Ensure that information on the SBC website relating to the position including any associated documents and forms are kept up to date.

Information Technology Officer

Develop and maintain the Club website:

- Manage updates to information such as meeting venue, contact information, etc
- Review currency of the website after AGM
- Check for links, information, members, update photos, etc
- Backup website regularly
- Keep track of domain registrations, passwords, etc
- Assist other committee members to maintain and update the information on the website relating to their position, including any associated documents and forms.

Develop and maintain the Club IT database functions, including the Email system, the Membership system, and the Activity Program system:

- Ensure that Committee members can use and update these systems
- Document the systems including passwords
- Issue and update passwords
- Ensure that all members can update their membership and emergency contact records

General IT responsibilities:

- Maintain and backup electronic versions of all club documents, forms and other information, and ensure that access is maintained for Committee members
- Manage security of website and databases
- Advise all members via email when website upgrades are to be performed

IT training:

- Train Committee and other club members on the use and maintenance of IT systems
- Ensure that at least one other Club member has a comprehensive understanding of all IT systems; is kept up to date with changes; and is able to perform all IT responsibilities

Develop and maintain the Club social media platform

Other tasks:

- Send out short notice walks and other relevant club notices
- Keep laptop software up to date
- Maintain inventory of software, hardware and other IT items
- Manage Club photo competition

- Prepare a short report for the AGM
- Ensure that information on the SBC website relating to the position is kept up to date.

Newsletter Editor

- Collect and collate *Newsletter* articles, trip reports, and other material
- File new material for *Newsletter* through 2 month period
- Receive *Activities Program* from Activities Secretary
- Place *Activities Program* into *Newsletter* format and check content
- Place other material and reports into *Newsletter* and check
- Request/write additional articles to fill unused space
- Distribute draft *Newsletter* to committee for review before and at meeting
- Amend draft and prepare *Newsletter* printing
- Send *Newsletter* to *Copiworld Penrith* with instructions on numbers etc.
- Arrange for the collection of the printed copies
- Label copies to be mailed and bring to meeting
- Email *Newsletters* to members requesting email before the general meeting
- Provide spare copies to the Membership Secretary
- Post out copies not collected at the meeting
- Send Word and PDF copies to the IT manager for storage and emailing
- Draw attention to new content and reminds members at meetings of need of new reports and articles
- Prepare a short report for the AGM
- Ensure that information on the SBC website relating to the position is kept up to date.

Responsibilities of other Office-bearers:

Social Secretary

- Arrange club social events and ensure that they are listed on the *Activities Program*
- Liaise with Secretary each month
- Arrange annual *Green Patch* activity and Christmas party
- Prepare a short report for the AGM

Publicity and Promotions Officer

- In consultation with the Committee, develop and implement a strategy to achieve new club membership potentially involving events, activities, meetings, offers, etc
- Prepare and publish articles and advertisements in local and social media to promote new club membership
- Arrange distribution of club promotional materials to useful outlets
- Collect statistics on the effectiveness of publicity and promotions
- Prepare a short report for the AGM

Vice Treasurer

- In the absence of the Treasurer, undertake the Treasurer's role and responsibilities

Volunteer Coordination Officers

The Club may appoint one or more Volunteer Coordination Officers. At the current time there are two Volunteers Coordination Officers – one for the upper Blue Mountains and one for the lower Blue Mountains.

- Liaise with NPWS and BMCC officers (and other organisations or individuals) seeking assistance from Club members as volunteers to help with projects which may include:
 - Surveys, including collection of data about bushwalkers in the Blue Mountains, and flora and fauna recording
 - Working parties associated with track care, weeding and bushcare projects
 - Tracking hosting at peak visitor times
- In January liaise with rangers at Blackheath NPWS office in re *Clean-up Australia Day* activities in the upper mountains and with rangers at Richmond NPWS office re *Clean-up Australia Day* activities in the lower mountains
- Attend meetings to coordinate and plan projects
- Ensure that volunteer activities are entered into the *Activities Program*
- Prepare a short report for the AGM
- Ensure that information on the SBC website relating to the position is kept up to date.

Equipment Officer

- Store and maintain club equipment
- Develop an on-line database of Club equipment
- Maintain records relating to the use and condition of the equipment
- Advise the Committee on potential further purchases
- Arrange bulk discounts for members for popular items

Library Officer

- Store and maintain the Club library
- Ensure that a selection of items is available to borrow at club General meetings
- Develop an on-line database of the Club library
- Maintain records relating to the use and condition of the library
- Advise the Committee on potential further purchases

Archive Officer

- Maintain, digitise and store Club archives

Catering Officer

- Organise catering for Club meetings
- Collect takings, and report to *Treasurer*

Bushwalking NSW Representatives

- Advise membership and committee on *Bushwalking NSW* matters
- Represent SBC at *Bushwalking NSW* forums

Public Officer

- Advise committee on incorporation matters
- Ensure appropriate records are made available to incorporating authorities

Emergency Contact Officers

The Club will appoint three Emergency Contact Officers. It is unlikely that all three Emergency Contact Officers will be on the same Club activity, so it is assumed that at least one of these office-bearers would be available in the event of an emergency.

The first point of contact in the case of an emergency or accident

- reassure worried friends/family members,
- attempt to contact the leader or other members of the party,
- brief Committee members, particularly the *Activities Secretary* and the *President*.
- depending on the time elapsed or the circumstances call the police local to the activity area to commence a search and rescue operation.

Other tasks:

- Liaise with the Committee, club members, the police and other emergency services personnel in case of any emergencies or accidents
- Follow SBC emergency procedures
- Advise the Committee on improvements to SBC emergency procedures and documents
- Assist the Activities Secretary to maintain incident records on the club database
- Maintain SBC personal locator beacon registration and records
- Ensure member confidentiality