



Brindabella Ski Club Inc

CLUB POSITIONS - VOLUNTARY AND PAID

I) VOLUNTARY

ROLES AND DUTIES OF COMMITTEE MEMBERS updated March 2017

PRESIDENT

The President:

- Is accountable to the Club for overall conduct of Club affairs.
- Provides strategic leadership for the club.
- Represents the Club or delegates representation as appropriate.
- Coordinates and monitors the work of the committee. (see below).
- Coordinates long term planning and identification of ongoing and future membership needs.
- Ex-officio member of subcommittees.
- Chairs meetings of the Club and of the committee.

In addition the President:

- Gives final approval to the content of any all-member emails.
- Gives final approval to letters that are sent out from "the committee".
- Oversees membership of subcommittees.
- Arbitrates when there is a conflict between committee members or subcommittee members.
- Welcomes new members at the president's cocktail party.
- Reports to members in each Christie edition.
- Reports to full committee at monthly committee meetings.
- Liaises with Secretary to draw up the agenda for the monthly meetings and AGM and any other special meeting.
- Keeps up to date on all issues affecting the club

VICE-PRESIDENT MANAGEMENT

The Vice-President is responsible for:

General

- Ensure consistency of operations is maintained between lodges and resorts (or understand why discrepancies arise).
- Represents the Club and deputises for the President as required.

Admin Manager

- Line manager
- Escalation point for operational issues

Booking Procedures

- Responsible for maintenance of booking procedures
- Update the booking procedures for publication in the February Christie and on the web
- Clarify policy and procedures for Admin Manager
- Deal with complaints
- Provide 2nd point of contact for the Club System (website, members, bookings and financial information) developer

Lodge Operations Procedures

- Responsible for maintenance of the Lodge Operations Manual
- Update the manual for publication in the June Christie and on the web
- Responsible for job rosters (as developed by lodge VPs and Lodge Managers)

- Key stakeholder in determining Lodge Manager and Lodge Leader duties
- Liaises with relevant VP's, if required, regarding maintenance issues
- Maintain procedures related to locker administration, for enactment by the Administration Manager
- Responsible for lodge provisioning, through the Provisioning Officer
- Responsible to develop / maintain trip list attachments

Work Party Credits

- Responsible for the work party credit system

Historical Subcommittee

- In conjunction with the Membership Officer, liaise with the committee and subcommittee regarding current objectives and activities
- Promote activities in Christie/with members as appropriate

VICE-PRESIDENTS (MAINTENANCE) – three positions responsible for Club Lodges- Kyilla, Tiobunga and Waragun

Responsibilities

- Develop and manages a repair and maintenance program for the relevant lodge.
- Develop and update as required a repair and maintenance budget for the lodge.
- Develop and update as required a long-term maintenance and improvement program for the lodge.
- Arrange approvals with relevant agencies for any construction/renovation work required for the lodge.
- Organise Committee approval for major works required for the lodge.
- Organise contractors for major works required for the lodge.
- Organise clean-up and maintenance work parties for the lodge.
- Liaise with the other VP's to ensure consistency of approach to repairs, maintenance and improvement programs for the three lodges.
- Represent the Club and deputises for the President as required.

TREASURER

Statutory Duties (as set out in the Club Rules)

- Ensures that the Administration Manager collects, receives and banks in the Association's account all moneys due to the Association and makes all payments where appropriately authorised;
- Ensures that the Administration Manager keeps correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association; and
- Presents audited accounts to the Annual General Meeting.

Other duties:

- Arranges the Club's insurance policies, taking account of changing business requirements.
- Prepares annual revenue and expenditure budgets and monitor actual revenue and expenditure against budgets.

SECRETARY (and PUBLIC OFFICER)

Statutory Duties (as set out in Club Rules)

- (1) The Secretary of the Association shall, as soon as practicable after taking office, notify the Association of his or her address.
- (2) The Secretary shall keep a record of:
 - (a) all elections and appointments of Committee members;
 - (b) the names of members of the Committee present at a Committee meeting and the names of members of the Association present at a general meeting; and
 - (c) all proceedings at Committee meetings and general meetings.
- (3) The record of a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next meeting.

Unless the Committee appoints another member to the office, the Secretary shall be the Public Officer of the Association.

Other duties

Management

- (1) Oversight the maintenance of a list of core documents essential to the business management of the Club - In consultation with President and the committee
- (2) Draft and edit policies as required- in consultation with appropriate committee members,
- (3) Maintain committee decisions register

Correspondence

- (1) Is accountable for the safe keeping of all Club correspondence
- (2) Maintains club correspondence, records, files
- (3) Prepares correspondence on behalf of the Club as requested
- (4) Co-custodian of common seal (along with President)
- (5) Arranges for timely distribution of correspondence
- (6) Drafts and edits timely responses to correspondence received when appropriate / maintains records of other committee's correspondence when appropriate
- (7) Tracks incoming and outgoing correspondence
- (8) Maintains correspondence data base
- (9) Arranges for storage of Club correspondence, records and files

Contracts

- (1) Draft, edit and signs Lodge Managers employment agreements on behalf of the Club
- (2) Oversight employment and contractual arrangements for the Club's contractors and employees

Meetings

- (1) Arranges Committee and Club meetings.
- (2) In association with Minute Secretary organises Minutes at the AGM and General Meetings of the Club

Minutes Secretary

Liaises with Minutes Secretary as required and request assistance with Secretary's duties as appropriate

BUSINESS PLANNING

The Business Planning Officer:

- Works closely with the Treasurer and VP Management to ensure Club activities are in accordance with financial principles established by the Committee.
- Promotes use of the Lodges out of winter season.
- Analyses and report results of accommodation operations and membership revenues.
- Advises Committee on recommended accommodation rates and membership joining and renewal rates.
- Reviews internal procedures to ensure good governance and reporting to Committee
- Chairs the Business Planning sub committee

INFORMATION OFFICER

The Information Officer:

- Acts as project manager for any technology related development projects
- Establishes technical standards and ensures adherence to them for development and ongoing operations of the Club's technology infrastructure

- Sources and selects appropriate technology partners and suppliers from within, or external to the Club, where required
- Anticipates and reacts to major technology changes to ensure the Committee is aware of these trends and the implications for the Club
- Maintains the Club's website and facilitates email communication to all Club members

MEMBERSHIP OFFICER

The Membership Officer

- Is responsible for the Club's membership policy
- Provides the point of contact for prospective, new and existing members including Summer Membership
- Is responsible for membership renewal and new membership processes in conjunction with Information Officer (relevant IT) and VP Management
- Chairs the membership subcommittee which examines membership issues; assesses new membership applications; and makes recommendations to committee
- Is a point of contact regarding membership matters of historical interest and is an ex officio member of the historical subcommittee

CLUB CAPTIAN

The Club Captain:

- Is accountable for the Club's racing and ski development programs
- Coordinates and promotes the Club's racing activities including Club Championships Balmain Cup, Thredbo Senior Interclub Races, Thredbo Junior Interclub Races
- Develops, coordinates and promotes the Club's ski development program
- Develops a calendar of racing and ski development activities available to club members, including activities not arranged by the club
- Coordinates communications with other bodies relevant to the Club's racing and ski Development programs including ACT Ski Association meetings, coordination of Balmain Cup and other inter club races
- Represents the needs of racers in the general management activities and relevant special purpose sub committees

CLUB OFFICERS

Minutes Secretary

The Minutes Secretary attends meetings to take minutes. This is a non-voting position.

Takes Minutes

- In association with Secretary takes Minutes at the AGM and General Meetings of the Club
- Edit and provide draft Minutes to Secretary as soon as possible after meetings.

General

- In the absence of the Secretary and with the agreement of the Committee, acts as the Secretary. If necessary the Committee will appoint the Minutes Secretary as a Committee Member for a period in order to legitimately carry out the duties of Secretary.
- Other duties to assist the Secretary as required

The following positions are also non-voting positions and meeting attendance is not required, although officers are welcome to attend the committee meetings to discuss issues

Christie Editor

The Christie Editor is responsible for:

- Content - This includes proactively sourcing material (written and visual) for the Christie as well as for coordinating committee related material. Committee related material is related to the membership needs and requirements at that particular edition
- Layout – using a suitable publishing program to create a final document
- Sending draft to President and VP Management before production of a President's report.

- Final production (after consultation with committee) – and for forwarding the completed document to the Info Officer / Admin Manager within timetable parameters.

Environmental Officer

The Environmental Officer:

Reports to the Committee through the Environmental Officer and provides Committee updates about actions taken and required.

- Is accountable for maintaining agreed environmental policy in the running of the club's lodges
- Is responsible to work with the KNP to ensure compliance with regulatory and environmental requirements
- Advises and assists committee in providing current best practice in environment responsibility
- Conducts environmental management systems reports as required
- Ensures appropriate environmental behaviours within lodges
- Promotes environmental community events as they relate to the Club's activities in KNP

Events Manager

- Organises and manages club events to build up club spirit, including the pre season President's cocktail parties and new members evenings
- Co-ordinates, oversees and manages fund raising program
- Organises winter programs in the lodges, including winter in July, and provides support to lodge managers and lodge leaders
- Assists the Club Captain by providing support for the evening program for Club Championships and for the Balmain Cup and presentation program when hosted by the Club.

Provisioning Officer

Reports to the Committee through the VP Management and provides Committee updates through the VP Management about actions taken and required

The Provisioning Officer:

- Undertakes a pre-season stocktake of food remaining in lodges
- Conducts a pre-winter work party to stock and organise pantries and remove any food beyond its use-by date
- Stocks pantries with non-perishables at all three lodges in accordance with Committee policies for both Winter and Summer
- Provides all food for work parties
- Liaises with the Club Administration Officer and lodge managers to ensure food supplied is sufficient for numbers booked and to supplement supplies as required during the season
- Provides supplies of consumable paper supplies and cleaning materials
- Maintain records of expenditure for each lodge

2) CONTRACTUAL - PAID PART TIME POSITIONS

ADMINISTRATIVE SERVICES

In general, the Administrative Manager's duties are to:

- Answer member queries and provide guidance to members on club booking policy and procedures
- Implement policies determined by the Committee in relation to membership, bookings and record keeping
- Process all electronic payments and provide bookkeeper with monthly reconciliation reports between booking system and actual payments
- Conduct annual membership renewals
- Conduct mail outs to members without email addresses as required
- Administer the member data base and provide data as required
- Provide reports on club business to both committee and bookkeeper
- Process requests for lodge bookings, including cancellations and amendments, bed allocations and financial reconciliation
- Maintain a locker data base, conducts locker renewals annually and advertise un-hired lockers in Christie
- Accept bookings for work parties, liaises with relevant lodge VP's and maintain a database to record work party attendance by members

BOOKKEEPER

The bookkeeper has two roles and, in general, the duties are:

Bookkeeping

- Using MYOB, the Bookkeeper prepares monthly bank reconciliation, payment reports and profit and loss statements and other financial reports as required for the Treasurer and Committee
- Prepares annual report on profit and loss as per Job
- Provides a finalised MYOB account for financial Y/E 31 October together with payment vouchers and other records to Club auditor by 30 November each year
- Maintains financial records in accordance with accepted good bookkeeping practices and files all supporting documents in an orderly fashion
- Prepares the quarterly BAS (using MYOB) and submits to the ATO by electronic means
- Receives Accounts Payable invoices and arranges for invoice payment after monthly expenditure approved
- Provides details of salary payments to Treasurer as required
- Monitors Club credit card use and reconciles expenditure to monthly credit card statements
- Liaises with Treasurer on any queries

Payroll

For lodge managers employed by the Club, the Contractor will submit ATO requirements, set up the lodge manager on the system and manage employee payroll requirements

LODGE MANAGERS

GUTHEGA (TIOBUNGA AND KYILLA) AND THREDBO (WARAGUN)

The lodge manager's primary function is to use their best endeavours to ensure the smooth and safe running of the lodge and also to enhance the quality of members and associates stay in the lodge.

In general, this includes:

- Providing appropriate information to members and associates
- Bookings – post weekly trip list on notice board
- Short notice bookings – after 12pm (noon) on the Thursday before the weekend manage member contact made about short notice bookings and process these for the coming week
- Handling member's issues as they arise
- (Winter only) Facilitating welcome nibbles and drinks on Saturday and Monday nights
- Cleaning - oversight lodge cleaning and conduct the cleaning of some areas as appropriate
- Checking the provisions and liaising with the Provisioning Officer or other nominated person as necessary
- Keeping the relevant VP lodge committee member informed of any maintenance issues and also undertaking basic maintenance
- Providing weekly reports on any issues to the VP Management, relevant Lodge VP, Membership Officer and Admin Manager as appropriate
- Providing monthly reports to the committee on the operations of the Lodge
- Lost property – collect and follow up if appropriate
- In the event of an emergency the LM will assume the role of the Fire Warden and, if necessary, oversee the evacuation of the lodge