

Committee role descriptions



Background

The ORCV [constitution](#) defines the committee and to some extent the roles in it. It also defines rules such as Committee members needing to be club members and appointed (voted in) by the members. We have started with those descriptions, used best practice online resources for Not for Profits and expanded them so there are clear expectations and understanding.

Common expectations

A Committee member, in a general sense, is responsible for:

- Understanding the business of the ORCV and being aware of key developments
- Preparing for, attending and participating in Committee meetings
- Being active in the ORCV, being seen at events and being seen as a representative of the ORCV
- Attending the Annual General Meeting
- Providing advice, opinions and independent judgement to inform Committee decisions
- Declaring and monitoring actual or perceived conflicts of interest
- Governing (decision making) and overseeing an organisation's operations and performance
- (Officers) Authorise financial transactions

Expectations of a Committee member include:

- Act in good faith and for proper purposes
- Act with care, skill and diligence
- Not dishonestly use position or information
- Avoid conflict of interest

For more information refer to www.nfplaw.org.au/governance

It is noted that Committee members also tend to be ORCV Volunteers, providing hands on support such as Training presentation, Race Director, office support etc. We have not covered those roles here, they are done with a different "hat" on.

Commodore

- Officer role as defined in the Constitution. We adapt the word to "Flag Officer".
- Leadership of the Committee members
- Staff Line Manager
- Chairs General Committee Meetings
- Appoints Sub committee chairs
- Represents the club at public events and Commodore meetings run by Australian Sailing (the face of the ORCV)

Vice Commodore

- Officer role as defined in the Constitution. We adapt the word to "Flag Officer".
- Stands in for the Commodore if they are unavailable
- Oversees the formation of the 2 year Strategic Plan for when they become Commodore

Rear Commodore

- Officer role as defined in the Constitution. We adapt the word to “Flag Officer”
- Stands in for the Vice Commodore if they are unavailable
- Typically takes on a primary management role (eg Head of Training or Sail Captain)

Secretary (who is also the Public Officer)

- Officer role as defined in the Constitution, must be appointed within 14 days and must reside in Australia
- Annual reporting to Consumer Affairs Victoria (within 14 days of AGM)
- Oversight of Membership process including application approval
- Oversight of Committee nomination and appointment process
- Record keeping and information management, ensuring minutes are kept
- History collation and publishing for use
- Oversight and management of the process for any Constitution changes

Treasurer

- Officer role as defined in the Constitution
- Appoints and oversees the Book keeper and staff involvement in finances
- Analysis and provision of financial reports to the Committee
- Oversight of banking, investments and financial risk ensuring policy of “two to sign” approval is done at all times
- Liaises and assists auditor

Immediate past Commodore

- Provides the Commodore with coaching and support (mentoring)

General Committee member

- Involved with at least one Sub Committee
- Specialist oversight duties as agreed with Committee, eg Event Champion, Trophies, Race Documents etc