

HISC Committee Job Descriptions

President

- Presents a knowledgeable and approachable figurehead for HISC membership to all.
- Oversee the general operations of HISC
- Chair all HISC meetings (General, Executive, Extraordinary, AGM)
- Liaison point between HISC and outside entities (i.e. Coaches, Rink Management, Other Skating Clubs, Other Rink's Management, NSWISA, ISA, Other State's associations)
- Oversee the organization of various competitions for HISC membership to be held at HISS. This may be done through the calling for special volunteers (sub-committees) for that specific competition/event.
- Aim to attend all official HISC events
- Carries the deliberative and if necessary casting vote in times of tied votes.
- Maintain open working relationship with Vice President keeping that person abreast of all current issues
- Handoff all relevant materials to incoming elected party within 2 weeks of vacating position.
- **(NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting)** As HISC is a Not-for-profit organisation reimbursement of any expenditure should not be made from proceeds of any event, sale, raffle etc. Once authorized payment/reimbursement will be made only after receipt of appropriate invoices. All payments will be made via the issue of cheque.
- Present report for all HISC meeting

Treasurer

- Oversee the entire financial operation of HISC, including income from all sources and expenditure for all purposes.
- Maintain the balance sheet
- Maintain the assets register, the key register, and the account signatory register
- Authorise expenditure through issuing of co-signed cheques only after such expenditure (for whatever purpose) has been approved by a majority vote at a properly convened meeting of HISC.
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- Bank all incoming funds (from whatever source) directly to the HISC bank account and keeping accurate records of the source of such funds.
- Keep banking records up to date at all times through monthly reconciliations.
- Keep the assets of the club recorded in such a manner that the whereabouts of such assets are known at all times (i.e. through maintenance of the asset register)
- Issue keys to only those committee members who are authorized to hold keys. (i.e. by maintaining the key register)
- Keeping the signatories of bank accounts updated at all times (i.e. ensure only those committee members who are expressly authorized have signatory rights on the bank accounts of HISC and any of its approved sub-committees)
- Aim to attend all official HISC events.
- Present an updated financial report to all HISC meetings

Vice President

- Assist the President in their role (as described above).
- Act as the President in all aspects when the President is absent for any length of time.
- Aim to attend all official HISC events.
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- Maintain open working relationship with President keeping that person abreast of all current issues

Secretary

- General responsibility for all secretarial duties of HISC.
- General Meetings
 1. Call for agenda items in writing (copy to President) by 5pm 8 days prior to meeting, by placing notice on HISC notice board 14 days prior to meeting
 2. Prepare & Post Agenda on HISC Notice board 7 days prior to meeting
 3. Have Web Master Post Agenda on Website 7 days prior to meeting
 4. Email agenda to all Committee Members 7 days prior to meeting
 5. Take Minutes at meeting
 6. Reproduce minutes in timely fashion & distribute copy to all committee members
- Annual General Meeting
 1. Call for agenda items in writing (copy to President) by 5pm 15 days prior to meeting, by placing notice on HISC notice board 21 days prior to meeting
 2. Prepare & Post Agenda on HISC Notice board 14 days prior to meeting
 3. Have Web Master Post Agenda on Website 14 days prior to meeting
 4. Email agenda to all Committee Members 14 days prior to meeting
 5. Take Minutes at meeting
 6. Reproduce minutes in timely fashion & distribute copy to all committee members
- Receive all incoming correspondence on behalf of HISC and present all such correspondence to HISC meetings for action/notation.
- Advertise all information re upcoming competitions to
 1. HISC membership by placing information on the Club's noticeboard,
 2. having the web master place the information on the HISC website
 3. releasing information to all HISC coaches.
- Prepare outgoing correspondence as required from decisions made at HISC meetings for sign off by the relevant committee member.
- Maintain a register of all meeting minutes and all correspondence.
- Prepare and submit all necessary reports to NSWISA/Department of Fair Trading
- Ensure all Child Protection Declarations are up to date and kept on file for all relevant parties
- Aim to attend all official HISC events
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Membership Secretary

- Maintain the membership register of HISC
- Collection of membership renewal/new forms and the appropriate subscriptions.
- Issue annual membership cards to all financial members.
- Maintain privacy of members information
- Provide HISS with updated Member List
- Provide HISS with updated emergency contact details
- All membership subscriptions received are to be receipted and handed to the Treasurer for verification and banking to the HISC bank account.
- Receive nominations for the positions on the Committee to be elected at each AGM.
- Confirm that the nominees are financial members of HISC as described within the constitution.
- Oversee any voting for committee members at the AGM through confirmation of financial status of members prior to being given ballot papers.
- Aim to attend all official HISC events
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Test Officer

- Notify all members and coaches of the allocated test sessions to be conducted for the year (as advised by NSWISA).
- Accept test applications from HISC membership ensuring that the correct fee has been submitted along with each application and that the application has been correctly completed.
- Submit such applications to NSWISA in a timely fashion so that members may sit their requested test.
- Confirm with members the success of the application and give them details of the venue /time and ice time costs.
- Maintain a record of all tests completed by HISC members and present a report to HISC meetings of the results.
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NSWISA Delegate

- Register as a financial member of NSWISA. HISC will reimburse all necessary membership fees, following the attendance of a minimum of 4 of the 6 bi-monthly meetings.
- Attend NSWISA bi-monthly council meetings as HISC representative.
- Notify the Executive Committee (President, Vice President, Secretary, Treasurer & Membership Secretary) of any instances of non-attendance prior to the council meeting so that an alternative HISC representative can attend.
- Raise any issues on behalf of HISC at such meetings as agreed upon by committee meeting on behalf of HISC.
- Collect any information from bi-monthly meetings and make available for other committee members /membership to peruse.
- Exercise HISC vote at NSWISA meetings in accordance with decisions made at duly convened HISC meetings
- Prepare a report to all HISC meetings of all terms advised by NSWISA.
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Fund Raising & Sponsorship Officer

- Oversee the fundraising efforts of HISC through the running of various merchandising stalls, raffles, competitions etc.
- Maintain a record of all proceeds from such activities.
- Receipt all funds received to the Treasurer for verification and banking into the HISC bank account.
- Present all sponsorship proposals to HISC meeting for approval prior to implementation. (Must bear in mind that the club is predominantly made up of children and any sponsorship must be from appropriate sources – eg wouldn't look good to have alcohol company sponsorship).
- Report any successful deals in full to HISC meetings.
- Maintain records of all stock holdings at all times.
- Seek authorization from HISC meeting for any expenditure of any type prior to proceeding. This includes restocking from time to time of any merchandising.
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- Fundraising/sponsorship funds are raised for the benefit of the entire membership and any application of these funds can only proceed following the approval of such expenditure at a duly convened meeting of HISC.
- Present fundraising report to all HISC meetings, detailing all funds raised, value of any merchandise sold and current stock holding of merchandise.
- If required seek approval for restocking of merchandising by submitting request for purchases (i.e. items & their cost) to HISC meeting.

Assistant Fund Raising & Sponsorship Officer

- Assist the Fundraising & Sponsorship Officer in their activities as detailed above.
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Skate School Liaison Officer

- Run the “Skate School Table” at Wednesday afternoon & Saturday morning skate school sessions to help skate school skaters understand what HISC is about. (Skate school is rink controlled, HISC is an independent body).
- Offer information about HISC to parties via flyers, verbal information, referral to other committee members, referral to HISC website.
- Maintain the existing “Secondhand” sales of Skating Dresses, Skates, Guards etc.
- Keep up to date records of these activities including a record of all stock held,
- Maintain HISC Library of videos etc
- All funds received are to be receipted to the Treasurer who is to bank the funds to the HISC bank account.
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- Keep a stock of various HISC forms for interested parties.
- May involve acceptance of HISC membership forms and subscriptions.
- Place all accepted forms/subscriptions in the HISC locked letterbox and advise the Membership Secretary.
- Present a Skate School Liaison report to all HISC Meetings.

Training & Development Officer

- Research various training and development issues that may be relevant to HISC membership and present this information to HISC meetings for decisioning.
- Present proposals for training and development to HISC meetings, outlining full costings, venues, trainers, applicable levels, timing, etc for decisioning at the meetings. (NB This may be an on-going process that could span across more than one meeting).
- Seek details of training opportunities being held throughout Australia specific to Figure Skating that could be applicable to HISC membership and pass this information onto all HISC membership through advise to Secretary for putting up on noticeboard, uploading to HISC web site and reporting at HISC meetings.
- Ensure that any expenditure proposed is done so in such a way that there will be an offsetting and equal expenditure for all levels of HISC membership.
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- Maintain a register of all training & development undertaken by HISC membership for presentation at HISC meetings throughout the year.
- Present a Training & Development Report to all HISC meetings.
- Maintain all HISC training equipment in good order

Competition Convener

- Take responsibility for the running of all HISS based competitions, including HISC, NSWISA & ISA events from time to time
- Liaise with HISC Committee on competitions to be held for the Calendar year, incorporating all aspects of the Competition including, but not limited to
 1. Name of Competition
 2. Date of Competition
 3. Entry Fees
 4. Levels included
- Attend NSWISA competition meetings, usually held annually to put forward HISC requests for competitions and tests for the following calendar year
- Liaise with HISS Management as to availability of ice time for competitions
- Liaise with Coffee Shop Management as to catering for HISS based competitions
- Where appropriate form Sub-Committees to assist run various HISS based competitions
- Liaise with Head Committees for NSWISA & ISA events as the head of the Local Organising Committee
- Organise Judging Panels for HISC competitions.
- Liaise with Head Committee in regard to Judging Panels for NSWISA & ISA based competitions.
- Seek out Volunteers to assist in the running of competitions including (but not limited to).
 1. Gate Persons/Spectator Ticket Sales
 2. Skater Registration
 3. Marshalling
 4. Music Playing
 5. Announcing
 6. Judges Assistants
 7. Fundraising
 8. Presentations of Trophies/Medals
 9. Setting up & dismantling of Judges tables/stands & Podium
 10. General tidying up of rink at end of each event

(NB All Volunteers are required to complete a “Working With Children Declaration” prior to being able to Volunteer. These forms are available through the HISC Secretary and are to be given to the Secretary for safe keeping once completed.)

- Maintain Volunteer Register with details of all HISC Volunteers, including their ISA Membership Number. **(NB For Insurance purposes All Volunteers are required to be financial members of ISA).**
- Organise trophies/medals & Participation Certificates for HISC based competitions. Where necessary organise trophies/medals & Participation Certificates for NSWISA & ISA based competitions after consultation with HISC Committee as to expenditure. Update perpetual trophies where appropriate **(NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting)**
- Issue Entry Forms for HISC based competitions, outlining full competitions details, closing date & draw date.
- Collate entries for HISC based competitions, including collection of Entry Fees. All Entry Fees collected are to be receipted to HISC Treasurer for deposit to HISC Bank Account.
- Issue Skating Lists once competition closes and distribute as necessary.
- Conduct draws for skating order for HISC based competitions. Once draw complete issue Skating Order and distribute as necessary.
- Organise Thankyou gifts for Judging Panels after consultation with HISC Committee as to expenditure. **(NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting).**
- Organise “Goody Bags” for Competitors after consultation with HISC Committee as to expenditure **(NB you are not authorized to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting).**
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- Present reports to HISC Committee meetings on all activities throughout the year. Ensure the HISC Secretary is provided with a synopsis of each competition to enable them to complete the required NSWISA Council report.