

# Hunter Ice Skating Club

## HISC Committee Job Descriptions

### Appointed Position Job Descriptions



#### **President**

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- Presents a knowledgeable and approachable figurehead for HISC membership to all,
- Oversee the general operations of HISC,
- Chair all HISC general meetings and executive meetings,
- 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 organisation of competitions to be held at HISS alongside the Competition Convenor,
- Aim to attend all official HISC events,
- Carries the deliberative and if necessary, casting vote in a General Meeting,
- Maintain open working relationship with all members of the Committee informing them of all current issues as appropriate,
- Handoff all relevant materials to incoming elected party within 2 weeks of vacating position,
- Support the Secretary with NSWISA reports, when necessary,
- Prepare a report for all HISC meetings,
- Is an Office Bearer/signatory on the HISC bank accounts,
- Key holder for the HISC Correspondence Box, and
- Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

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#### Vice President

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- Assist the President in their role (as outlined in the position description),
- Act as the President in all aspects when the President is absent for any length of time,
- Maintain open working relationship with President informing that person abreast of all current issues,
- If required, oversee the Club's COVID-19 Safety Plan as per NSW Government and Sport NSW guidelines in conjunction with NSWISA,
- Aim to attend all official HISC events, and
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#### Secretary

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- General responsibility for all secretarial duties of HISC,
- General Meetings:
  - Call for agenda items in writing fourteen (14) days prior to meeting via email,
  - Prepare & Post Agenda items and notify members seven (7) days prior to the meeting via email,
  - Organise the use of technology when necessary e.g. Zoom, (any costs associated with this shall be discussed and passed at a general meeting, and reimbursed following the appropriate clause 14.c.xv),
  - Take Minutes at the meeting,
  - Reproduce previous minutes in timely fashion when called upon,
  - Prepare and distribute meeting minutes to all members within seven (7) days of the general meeting,
- Annual General Meeting:
  - Email notice of the AGM to members and Call for Nominations for the Club committee positions for the ensuing year 21 days prior to the date that was set at the previous AGM,
  - Receive all nominations 14 days prior to the AGM,
  - Prepare Agenda and nominations,
  - Email the agenda and nominations to members 7 days prior to the AGM,
  - Have Web Master Post Agenda and nominations on Club Website 7 days prior to meeting,
  - Take Minutes at the meeting,
  - Prepare and distribute the minutes of the AGM with notification of all new Club Committee Members within 7 days of the AGM,
- Receive all incoming correspondence on behalf of HISC and present all such correspondence to HISC Committee for action/notation,
- Advise all information regarding upcoming competitions:
  - By emailing members
  - Having the webmaster place the information on the HISC website,
- Prepare outgoing correspondence as required from decisions made by the HISC Committee for sign off by the relevant committee members,
- Maintain a register of meeting minutes and correspondence,

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- Prepare and submit all necessary reports to NSWISA including the quarterly Club Report and annual Club Report,
- Prepare and submit all necessary Department of Fair Trading documentation including Annual summary of financial affairs (due one month after the holding of the AGM) and Application to register change of objects or constitution as required,
- Ensure all Child Protection Declarations are up to date and kept on file for all relevant parties,
- Aim to attend all official HISC events,
- Is an Office Bearer/signatory on the HISC bank accounts, and
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#### Treasurer

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- Oversee the 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,
- Oversee expenditure only after such expenditure (for whatever purpose) has been approved by a majority vote at a properly convened meeting of HISC,
- Is an Office Bearer/signatory on the HISC bank accounts,
- 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 authorised to hold keys. (i.e. by maintaining the key register),
- Key holder for the HISC Correspondence Box,
- Keeping the signatories of bank accounts updated at all times (i.e. ensure only those committee members who are expressly authorised 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, and
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#### **Membership Secretary**

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- Maintain the membership register of HISC,
- Collection of membership renewal/new forms and the appropriate subscriptions,
- 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,
- Notify the Executive Committee of new memberships for ratification,
- Receive nominations for the Club Committee positions for the upcoming AGM, confirm they are financial members and email the nominee the job description, club constitution and bylaws; 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,
- Key holder for the HISC Correspondence Box,
- Any issue arising from a membership shall be brought to the attention of the Executive Committee,
- Send a reminder out stating membership are due by the 1 January of the following year to the current membership list in the first week of November each year,
- Follow up on unpaid membership as they arise, and
- Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

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#### Test Officer

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- Tests shall be conducted in accordance with NSWISA and ISA,
- Tests for IJS Prelim and above, dance and pairs will be organised according to NSWISA, oversee tests held at HISC, i.e. ice time availability and costs,
- Aussie Skate Tests:
  - Shall receive Aussie Skate applications,
  - Organise tests in conjunctions with the Head Coach,
  - Oversee the presentation of the certificates upon passing,
  - Aim to attend all Test sessions,
- Maintain a record of all tests completed by HISC members and present a report to HISC meetings of the results, and
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#### **Fundraising and Sponsorship Officer**

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- 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 documented sponsorship proposals (in writing) to a HISC general 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,
- Report any successful deals in full at HISC meetings,
- Maintain records of all stock holdings at all times,
- Seek authorisation from HISC meeting for any expenditure of any type prior to proceeding. This includes seeking approval for restocking of merchandising by submitting request for purchases (i.e. items & their cost) at HISC meeting,
- 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,
- Run the “Skate School Table” at Wednesday afternoon, Thursday afternoon and Saturday morning Aussie Skate sessions,
- Maintain the existing “Secondhand” sales of Skating Dresses, Skates, Guards etc. and keep up to date records of these activities including a record of all stock held and receipt all payments to the treasurer, and
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#### **Aussie Skate Liaison Officer**

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- Offer information about HISC to interested parties via flyers, verbal information, referral to other committee members, referral to HISC website,
- Provide an understanding of the club to interested parties attending skate school or other figure skating sessions,
- Keep a stock of various HISC forms for interested parties,
- Advise new members to complete the membership form on the HISC website; Liaise with the HISC training and development officer in regard to upcoming Aussie skate events,
- Aim to attend all Aussie Skate events,
- Present an Aussie Skate Liaison report to all HISC Meetings, and
- Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

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#### **Training and Development Officer**

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- Research various training and development opportunities that may be relevant to HISC membership and present this information to HISC meetings,
- Present proposals for training and development to HISC meetings, outlining full costings, venues, trainers, applicable levels, timing, etc (NB This may be an on-going process that could span across more than one meeting),
- 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,
- 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, and
- Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

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#### Competition Convener

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- Take responsibility for the running of all HISC based competitions,
- Liaise with HISC Committee on competitions to be held for the Calendar year, incorporating all aspects of the Competition including, but not limited to:
  - Name of Competition
  - Date of Competition
  - Entry Fees
  - Levels Included
- Liaise with NSWISA where appropriate when hosting a NSWISA sanctioned event,
- Liaise with NSWISA where appropriate when hosting an ISA sanctioned event,
- Liaise with HISS Management as to availability of ice time for competitions,
- Liaise with HISS Management as to catering for HISC based competitions where applicable,
- Seek out Volunteers to assist in the running of competitions including (but not limited to):
  - Gate Persons/Spectator Ticket Sales,
  - Skater Registration,
  - Marshaling,
  - Music Playing,
  - Announcing,
  - Judges Assistants,
  - Fundraising,
  - Presentation of Trophies and/or medals,
  - Setting up & dismantling of Judges tables/stands & Podium,
  - General tidying up of rink at end of each event.
- All Volunteers are required to complete a “Working With Children Declaration” prior to being able to Volunteer;
- Maintain Volunteer Register with details of all HISC Volunteers,
- Organise trophies/medals & Participation Certificates for HISC based competitions. Update perpetual trophies where appropriate,
- Organise thank you gifts for Judging Panels after consultation with HISC Committee as to expenditure,
- Organise Gift Bags for Competitors after consultation with HISC Committee as to expenditure,

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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, and
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#### **Synchro Delegate**

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- Oversee the management of the HISC Synchronised Ice Skating Team, Ice Reflections,
- Liaise with the coach, parents and team members,
- Liaise with the HISC Head Coach when necessary,
- Register the team each year with Synchro Australia as required,
- Complete all necessary team entries,
- Ensure all team members are members of HISC, NSWISA and ISA as necessary,
- Ensure all members have a POA number,
- Oversee music, costumes and travel arrangements,
- Keep a register of all team members details including emergency contact details,
- Organise training and development opportunities when they arise,
- Provide a report to HISC General Meetings,
- Appoint a team treasurer to management the teams finances ie: collect weekly fee, competition entries etc, pay ice time at each session, and
- Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

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#### **Theatre on Ice Delegate**

- Club Committee members shall act in accordance with the HISC Constitution and Bylaws,
- Oversee the management of the HISC Theatre On Ice team,
- Liaise with the coach, parents and team members,
- Liaise with the HISC Head Coach when necessary,
- Register the team each year with ISA as required,
- Complete all necessary team entries,
- Ensure all team members are members of HISC, NSWISA and ISA as necessary,
- Ensure all members have a POA number,
- Oversee music, costumes and travel arrangements,
- Keep a register of all team members details including emergency contact details,
- Organise training and development opportunities when they arise,
- Provide a report to HISC General Meetings,
- Appoint a team treasurer to management the teams finances ie: collect weekly fee, competition entries etc, pay ice time at each session, and
- Club Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

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#### **Head Coach**

- Provide support for all skaters,
- Liaise between the Club and coaches from time to time,
- Liaise between the Club and skaters from time to time,
- Liaise between rink staff and the Club from time to time,
- Be called upon to assist the Executive Committee from time to time,
- Be involved in the decision making process for training and development opportunities,
- Be involved in the decision making process for Competitions held at HISS, and
- Appointed Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

#### **Grievance Officer**

- Follow the grievance procedures as set out in the Constitution, and
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#### **Member Protection Information Officer**

- Follow the MPIO guidelines as set out in the HISC Bylaws,
- Follow the MPIO guidelines as set out in the Member Protection Policy of Ice Skating Australia,
- If the matter cannot be resolved using the steps set out in the guidelines, refer the matter to ISA or the relevant authorities, and
- Appointed Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

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#### **Public Officer**

- Acts as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable,
- Is an authorised signatory for the club,
- Is not an authorised signatory for the club's bank account,
- Notify Fair Trading of any change in the association's official address within 28 days,
- Custody of any documents as required by the constitution, and
- Appointed Committee Members are not authorised to spend any funds without the prior approval of a majority in attendance at a properly convened HISC meeting. All reimbursement of any expenditure will be authorised once receipts of appropriate invoices are received. All payments will be made by electronic funds transfer from the HISC bank account.

#### **Publicity Officer**

- Should have a sound understanding of on-going and future Club activities,
- Should have a good knowledge of various elements of the media and present the club in the best possible light,
- Good communication and writing skills,
- Making contact with the media to develop awareness of the Club. Media contact should include television, radio, newspaper and Internet,
- Ensure media information is accurate and provided in a timely manner,
- Write media releases to highlight key activities including stories about the club, skaters and coaches,
- Liaise with parents of skaters to be included in media releases or stories,
- Keep the Club Committee informed of all media activity,
- Provide a report to HISC General Meetings, and
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