

Hunter Ice Skating Club

HISC Office Bearers and Portfolio

Job Descriptions



Club Committee members:

- shall act in accordance with HISC Constitution and Bylaws,
- are not authorised to spend any funds of the Club without the prior approval of a majority of the Club Committee. All reimbursements 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,
- aim to attend all Committee meetings and provide the relevant reports as required,
- aim to attend all HISC events including competitions hosted at Hunter Ice Skating Stadium, and
- must sign a HISC Confidentiality Agreement within 28 days of being elected to the role.

The following reports are required at Committee meetings:

- President,
- Treasurer,
- Competitions,
- Theatre on Ice,
- Synchro,
- Training and Development,
- Fundraising,
- Aussie Skate,
- IT Admin,
- Head Coach Liaison,
- Testing Officer,
- Membership, and
- Social Media.

President – Office Bearer

- Presents a knowledgeable and approachable figurehead for HISC membership to all,
- Oversee the general operations of HISC,
- Chair/presides all HISC 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),
- 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, and
- Is a signatory on the HISC bank accounts.

Vice President – Office Bearer

- 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,

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Secretary – Office Bearer

- General responsibility for all secretarial duties of HISC including incoming and outgoing correspondence,
- The secretary must keep minutes of:
 - all elections of committee members, and
 - the names of committee members present at a meeting of the committee or a general meeting, and
 - all proceedings at committee meetings and general meetings,
- The minutes must be:
 - kept in written or electronic form, and
 - for minutes of proceedings at a meeting, signed in writing or by electronic means, by:
 - the member who presided at the meeting, or
 - the member presiding at the subsequent meeting.
- Committee meetings:
 - the secretary must give each committee member oral or written notice of a meeting of the committee at least 48 hours, or another period on which the committee members unanimously agree, before the time the meeting is due to commence,
 - the notice must describe the general nature of the business to be transacted at the meeting,
- General Meetings (Annual General Meeting and Special General Meeting):
 - the Secretary must give each member notice of a general meeting:
 - if a matter to be determined at the meeting requires a special resolution – at least 21 days before the meeting, or
 - otherwise – at least 14 days before the meeting.
 - the notice must specify:
 - the place and time at which the meeting will be held,
 - the nature of the business to be transacted at the meeting,
 - if a matter to be determined at the meeting requires a special resolution - that a special resolution will be proposed, and
 - for an annual general meeting - that the meeting to be held is an annual general meeting.
 - receive and acknowledge business that a member wishes to raise at a general meeting for inclusion in the Agenda (must be via written notice at least 7 days prior to the general meeting),
 - prepare and 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),
 - 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,
 - for annual general meetings:
 - call for nominations for Club Committee positions at the time of notice, and
 - receive nominations 7 days before the date of the annual general meeting,
- Advise all information regarding upcoming competitions:
 - By emailing members
 - Having the “IT Admin” place the information on the HISC website,
- 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,

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- Ensure all Child Protection Declarations are up to date and kept on file for all relevant parties, and
- Is a signatory on the HISC bank accounts.

Treasurer – Office Bearer

- 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 a 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),
- 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), and
- Present an updated financial report to all HISC meetings.

Competition – Portfolio

- 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,

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- 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, and
- Organise Gift Bags for Competitors after consultation with HISC Committee as to expenditure.

Theatre on Ice – Portfolio

- 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, and
- Appoint a team treasurer to manage the team’s finances ie: collect weekly fee, competition entries etc, pay ice time at each session.

Synchro – Portfolio

- 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, and
- Appoint a team treasurer to manage the team’s finances ie: collect weekly fee, competition entries etc, pay ice time at each session.

Training and Development – Portfolio

- 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),

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- 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, and
- Maintain all HISC training equipment in good order.

Fundraising and Sponsorship – Portfolio

- 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,
- 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,
- Run the “Skate School Table” at Wednesday afternoon, Thursday afternoon and Saturday morning Aussie Skate sessions, and
- 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.

Aussie Skate – Portfolio

- 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, and
- 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.

IT Admin – Portfolio

- Responsible for maintaining Social Media platforms including Facebook and Instagram,
- Responsible for maintaining the HISC Website,
- Responsible for electronic access and storage of information, and
- Responsible for maintaining the security and integrity of online platforms.

Head Coach – Portfolio

- Provide support for all skaters,

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- Liaise between the Committee and coaches,
- Liaise between rink staff and the Committee,
- Be involved in the decision making process for training and development opportunities, and
- Be involved in the decision making process for Competitions held at HISS.

Test Officer

- Tests shall be conducted in accordance with NSWISA and ISA, and
- 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, costs and assistance during the session with pins/certificates.

Membership – Portfolio

- Maintain the membership register of HISC,
- Collection of membership forms and the appropriate fees,
- 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 Committee of new memberships for ratification,
- Any issue arising from a membership shall be brought to the attention of the 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, and
- Follow up on unpaid membership as they arise.

Social Media – Portfolio

- Should have a sound understanding of on-going and future Club activities,
- Contacting the media to develop awareness of the Club. Media contact should include television, radio, newspaper, and Internet,
- Responsible for maintaining regular updates on Social Media platforms including Facebook and Instagram (Competition updates, good luck messages, results, T&D opportunities, international representation, etc).
- Ensure media information is accurate and provided in a timely manner,
- Liaise with parents of skaters to be included in media releases or stories, and
- Keep the Club Committee informed of all media activity.

Member Protection Information Officer

- Follow the MPIO guidelines as set out in the Member Protection Policy of Ice Skating Australia, and
- If the matter cannot be resolved using the steps set out in the guidelines, refer the matter to ISA or the relevant authorities.

| Version | Approval Date | Change |
|---------|---------------|---------------|
| 1.0 | 03/07/2023 | Bylaw Renewal |