

### **INSIDE FISHING CAPTAIN**

To supervise the Inside Fishing Competitions.  
To attend weigh out & weigh in and allocate points for the competition.  
Assume an active role on the Boating Activities Committee

### **DEEP SEA FISHING CAPTAIN**

To supervise the Deep Sea Fishing Competitions.  
To attend weigh out and weigh in and allocate points for the competition.  
In conjunction with the Vice Commodore arrange Inter Club Deep Sea Fishing Competitions, e.g. prizes, trophies and sponsorship.  
Take active role in Boating Activities Committee.

### **BOATING ACTIVITIES COMMITTEE**

To organize all boating activities for the club's year, e.g. fishing competitions, rallies and Seafaris.

### **SOCIAL COMMITTEE**

To organize all social activities as well as supplying supper and the running of raffles at the Club's General Meetings.

### **BUILDING AND MAINTENANCE COMMITTEE**

Through the B&M Chairman to arrange for the general maintenance and improvements at Boathaven.  
To take an active part in the working bees conducted.

### **SAFETY OFFICER**

To promote safety to the Club's members by regular articles in the Club Bulletin and to arrange for guest speakers at the General Meetings.



**GUIDE LINES**

**FOR OUR MANAGEMENT POSITIONS**

## **GUIDE LINES FOR MANAGEMENT POSITIONS**

### **COMMODORE**

The Commodore presides over all Club General, Management and Annual meetings and co-ordinates all functions of B.O.A.T. Club committees. He represents the club at all Official Inter Club Functions.

The Commodore is ex-officio on all committees and is generally instrumental in the direction of the club.

### **VICE COMMODORE**

The Vice Commodore is Chairman of the committee that organizes the Seafaris and fishing activities of the club. The following events have been organized by past committees :- Deep Sea and Inside Fishing Competitions (including inter club), Rallies, Predicted Log Events, Seafaris and General Boating Activities.

In the event of the Commodore not being available for a meeting, the Vice Commodore will be required to chair the meeting. The Vice Commodore's prime function is second in charge of the club.

### **REAR COMMODORE**

To arrange and conduct the Social activities of the club.

To conduct meetings to discuss Social activities as to format etc. and to carry out early organizing of Socials regarding purchasing, transport etc.

To present Management with a report on social format, costs, etc. for discussion where required. To present reports to the General Meeting and answer questions that may arise. To attend Management meetings and to take an active role in Club events and the planning for the future.

Be responsible for the financial expenditure involved in carrying out duties required.

### **THE SECRETARY**

Attend all Management and General Meetings, recording the proceedings and preparing the minutes for the same.

Ensure all requirements of the Justice Department are carried out, in relation to the Club, as an Incorporated Association.

Maintain a Register of members.

Attend to any outward correspondence, as directed by Management.

Receive all incoming mail, taking action as necessary.

### **TREASURER**

Treasurer's duties include issuing of receipts, paying accounts, depositing of all receipts in the bank, preparing of the Club's monthly financial and annual reports, including the Club's Budget and supervision of investment deposits.

Supply financial advice to Management Committee, also to keep all necessary ledgers (books and journals) in line with the Justice Department, and to liaise with the Club's Auditors for the Annual Club's Statements.

### **ASSISTANT SECRETARY**

To assume the role of secretary if secretary is not available.

Induction of new members and handle sales of Club's Promotional Material. ( Club T Shirts etc.)

### **BULLETIN EDITOR**

To attend Management Meetings.

To publish reports from Management Members.

Advertise coming events for Vice and Rear Commodores, such as Socials, fisho's, Seafaris, etc.

Publish any information necessary from other Clubs.

Supply copies of membership forms, fishing rules, rules and by-laws of the club.

Any further copying that the Club may need.

To put together the Bulletin for postage.

### **BUILDING AND MAINTENANCE**

To ensure the continuous operation of Boathaven, e.g. provision of fuels, toilet and janitorial supplies. To maintain the upkeep and services of Boathaven.

To conduct meetings as required to discuss aspects relating to the general maintenance of Boathaven and possible changes to policy, building or site.

As a consequence of item 3, form a report for presentation/discussion at management meetings. Attend Management meetings to present the monthly report and answer questions or provide explanations for the meetings.

Be responsible for the financial expenditure involved in carrying out duties required.

**Two other Management Committee Members** to sit on Management and help in the running of the Club.