

Club Committee Roles and Responsibilities

A committee is the group of people who are elected, according to the rules or constitution of the club, to run the club on behalf of the members to achieve the goals and objectives of the club.

A committee's function is to provide strategic direction, make decisions about actions, tasks and issues and manage the day-to-day operations of a club, sharing the work load amongst its members. In most cases, a club's main committee will be the management team.

The committee is responsible for:

- Ensuring the club meets its aims and goals, and its obligations, as outlined in its constitution.
- Developing and implementing strategic and operational plans and policies that achieve its aims and goals.
- Making sure there are people and resources available to achieve these aims and goals.
- Managing any potential risks to the club.
- Involving everyone in the club with achieving its aims and goals.
- Reporting, at least once a year, to the wider club.
- Ensuring the long-term well-being of the club, both financially and organisationally.
- Monitoring and evaluating the club's activities for quality and relevance.
- Providing a job description for each role within the management committee. Job descriptions outline the key tasks and responsibilities of each of the management roles.

Your club may also have a number of different sub-committees who are in charge of specific events like fundraisers or tournaments, health and safety, day-to-day management, fundraising etc. A sub-committee is usually answerable to the overall management of the organisation.

Roles and Responsibilities

It is essential to have a strong committee with delegated roles, so that not one person becomes over-burdened and burnt out.

The committee should have a president or chairperson, a secretary and a treasurer. These people provide governance for the club - they will ensure good leadership and adhere to principles of best practice. Beyond that your committee structure depends upon your club, and it is important you find a structure that best meets your club's needs.

Ideally, committees should be made up of people across all areas/disciplines of your club (ie competitive racers, recreational paddlers, sprint, multisport, juniors, masters etc) and has a



balance of gender, ethnicities, experience and age to ensure all your members/ participants have a voice.

Role descriptions clearly outlining the areas each role will be responsible are a good idea to ensure someone knows what they are committing to and will be able to successfully fulfil the role. Be open about what the role is, what is expected, and where possible the time commitment expected. [See example role descriptions](#)

President/Chairperson

The President / Chairperson is the principal leader of the club and has overall responsibility for the club's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

They are representative of the club in the community and with Canoe Racing NZ/Sport NZ.

Note: the President/Chairperson is not able to make decisions for the club any more than any other member of the committee. Decisions should be made by a majority decision of the committee. Sometimes the Chair may need to act as a "tie breaker" in voting situations. Your constitution will dictate what kind of majority needs to occur to make a club decision.

Club Secretary

The Secretary is the chief administration officer of the club, responsible for administrative procedures. They will have a strong understanding of the club's rules, policies and procedures and use them as they go about their role. This person provides the coordinating link between members, the management committee and outside agencies. Usually, the Secretary is the first point of contact an outsider has with the club.

The role of the Secretary includes:

- Assisting the Chairperson/President in preparing agendas for meetings and taking minutes.
- Arranging and sending notice of upcoming meetings and circulate previous minutes
- Arrange the AGM and coordinate production of Annual Report
- Having a good knowledge of the club's policy and constitution
- Managing and maintaining membership register and information
- Enter members into CRNZ events via online registration portal
- Communicating information to the members
- Receiving, replying and recording/filing club correspondence



Treasurer

The Treasurer is the chief financial management officer for the club, responsible for all financial requirements of the club. The role of the treasurer is:

- Prepare a budget and monitor it carefully.
- Keep the club's books up-to-date.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year.
- Arrange the audit.
- Give Treasurer's report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay the bills.

Other committee roles may be set up for major areas of responsibility such as:

- Participation/membership coordinator
- Equipment/facilities coordinator
- Events coordinator
- Health and Safety Officer
- Communications/Media/Marketing Officer
- Child Protection Officer
- Coach Coordinator
- Fundraising and Sponsorship Coordinator
- Volunteer Coordinator

Some of these may require sub-committees. Some committee members may hold multiple roles, but be careful not to overload one person.

Ensure club committee members and volunteers receive sufficient acknowledgment and recognition for the work they do for the club throughout the year. Nominating individuals for annual CRNZ Service Awards and CRNZ Volunteer of the Year could be a suitable option.

Succession planning is very important to ensure that the club will continue to operate efficiently and seamlessly when committee/volunteer roles become vacated. Regularly identifying individuals who are willing and able to help, and providing regular training/development opportunities in all club tasks/roles to upskill new volunteers is a vital part of running a club. [Active have produced a useful toolkit for effective succession planning.](#)