



# **DUTY STATEMENTS KARILEE CALISTHENICS INC.**

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**Effective as of 19th March 2019**

**Review by the Karilee Committee  
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Approved at the 2019 March Committee Meeting.**

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A handwritten signature in black ink, appearing to read "Maureen Bourne", is written over a grey rectangular background.

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Maureen Bourne  
Karilee Secretary  
Signed by: Maureen Bourne

# Contents

<b>Contents</b> .....	<b>2</b>
<b>Karilee Office Bearers</b> .....	<b>4</b>
President.....	4
Vice President .....	4
Secretary .....	4
Treasurer .....	4
Head Coach .....	4
Registrar .....	4
Merchandise Officer .....	5
Assistant Secretary.....	5
Assistant Treasurer.....	5
<b>President</b> .....	<b>6</b>
Overview.....	6
Club Leadership .....	6
Committee Chair .....	6
Calisthenics ACT.....	6
Club Activities .....	6
<b>Vice President</b> .....	<b>7</b>
Overview.....	7
Club Leadership .....	7
Committee .....	7
Cali ACT .....	7
Club Duties.....	7
<b>Secretary</b> .....	<b>8</b>
Overview.....	8
The secretary needs to: .....	8
Secretary responsibilities and duties include: .....	8
Source References.....	9
<b>Treasurer</b> .....	<b>10</b>
Overview.....	10
The Treasurer needs to: .....	10
Treasurer responsibilities and duties include: .....	10
<b>Head Coach</b> .....	<b>11</b>
Overview.....	11

Head Coach duties include:.....	11
<b>Registrar .....</b>	<b>12</b>
Overview.....	12
The Registrar will be able to: .....	12
Registrar responsibilities and duties include:.....	12
<b>Merchandise Officer .....</b>	<b>13</b>
Overview.....	13
The merchandise officer needs to: .....	13
The merchandise officer’s responsibilities and duties include:.....	13
<b>Assistant Secretary .....</b>	<b>14</b>
Overview.....	14
The assistant secretary needs to: .....	14
Assistant Secretary responsibilities and duties include: .....	14
Source References.....	14
<b>Assistant Treasurer .....</b>	<b>15</b>
Overview.....	15
The assistant treasurer needs to: .....	15
Assistant treasurer responsibilities and duties include: .....	15
Source References and further reading.....	15

# **Karilee Office Bearers**

There are nine office bearers on the Karilee Committee, this document outlines the main duties of those positions.

Below is a summary of the duties done by the office bearers on the Karilee Committee.

## **President**

The president is the public face of Karilee, the go-to person on many issues for both club members, associates and friends; the person who sets the tone and style for the club's activities. The president is one of the five Executive Committee positions.

The president's duties can be divided into the following main categories: club leadership, committee chair, Karilee delegate for Calisthenics ACT and club activities.

## **Vice President**

The vice president is a critical position, providing back-up for the president, carrying out essential duties and traditionally being seen as the next president. The vice president is one of the five Executive Committee positions.

## **Secretary**

The secretary is the principal administrator and activities coordinator for the club that are not related to financial or coaching issues. The performance of the secretary has a major impact on the efficient and effective management of the club.

The secretary is one of the five Executive Committee positions. The executive committee have the power to make urgent out of session decisions by a majority vote that are either notified to or ratified by the committee.

## **Treasurer**

The treasurer is the key person who has custody of all Club funds and is responsible for planning the budget and managing the Club's financial affairs. This is done by keeping and reporting financial records in consultation with the Executive and the committee in accordance with the Karilee Constitution and Protocols. The treasurer is one of the five Executive Committee positions.

## **Head Coach**

The role of the Head Coach is two-fold, to ensure the long-term substantiality, capability and strength of the Karilee coaching team, and to manage the administrative side of coaching.

The Head Coach is responsible for ensuring key coaching issues are addressed either by the coaches as a group or by the Karilee Committee.

## **Registrar**

The registrar is the key person on the committee who is responsible for the collection, recording, distribution and reporting of members registration details in accordance with constitution and club policy. The registrar is one of the nine office bearer positions on the committee.

## **Merchandise Officer**

The merchandise officer is the key person on the committee who is responsible for the ordering of uniforms and other club merchandise, distribution of orders, collection of monies owed for merchandise and reporting of merchandise sales and issues to the treasurer and the committee. The merchandise officer is one of the nine office bearer positions on the committee.

## **Assistant Secretary**

The assistant secretary's role within the club is to progressive learn how to do the various administrative and coordinating duties to assist the secretary with club activities that are not related to financial or coaching issues.

The assistant secretary is one of the nine office bearer positions. Ideally the assistant secretary is a step in the succession planning for the secretary position.

## **Assistant Treasurer**

The assistant treasurer's role within the club is to progressive learn how to do the various financial administrative duties to assist the treasurer with the financial activities of the club.

The assistant treasurer is one of the nine office bearer positions. Ideally the assistant treasurer is a step in the succession planning for the treasurer position.

# President

## Overview

The president is the public face of Karilee, the go-to person on many issues for both club members, associates and friends; the person who sets the tone and style for the club's activities. The president is one of the five Executive Committee positions.

**President's Creed:** Be visible, be involved, be responsive, know your families, know your coaches, know your managers!

The president's duties can be divided into the following main categories:

## Club Leadership

- Using the club's annual calendar of activities and constitution as a guide, and being mindful of Cali ACT's schedule of meetings and competitions, provide leadership for the club in terms of interaction with current members, participants and coaches;
- Ensure life members and "friends of Karilee" are invited to the club activities;
- Work with the committee to maintain the club's annual calendar, strategic marketing program for long term growth and development; and
- Manage succession planning for key roles in the club, especially the club executive positions and Calisthenics ACT representation.

## Committee Chair

- Chair the Club's monthly committee meetings ensuring discussion is comprehensive and inclusive and that meetings are kept within a reasonable timeframe;
- Work with the Secretary to develop the agenda for the meetings being mindful of the club's annual calendar and other deadlines and requirements;
- Ensure all committee members are fulfilling their roles effectively and guide or counsel them as necessary; and
- Plan for the Annual General Meeting, especially identifying new individuals for key Executive positions.

## Calisthenics ACT

- Represent Karilee on the Calisthenics ACT Council;
- Ensure all Calisthenics ACT requirements are met, including representation from Karilee on the Calisthenics ACT Competition Committee;
- Ensure Karilee is responsive to Calisthenics ACT requests for feedback and for information, especially from coaches and the Head Coach; and
- Ensure Karilee's registrar keeps the ACT Registration database up-to-date.

## Club Activities

- Work with the Committee to ensure the annual Karilee Solo Competition is convened and run each year;
- Work with the Committee to ensure the end of year concert is convened and run each year, especially with regard to awards, prizes, special mentions and life memberships (The President usually MCs for this event);
- Work with the Committee to ensure the marketing program, fundraising, communication activities especially the website, and other key endeavours are undertaken effectively; and
- Oversee the management of the costume store, the props store, the Club trailer and any other essential club activities.

# Vice President

## Overview

The vice president is a critical position, providing back-up for the president, carrying out essential duties and traditionally being seen as the next president. The vice president is one of the five Executive Committee positions.

The vice president's duties can be divided into the following main categories:

## Club Leadership

- Using the club's annual calendar of activities and constitution as a guide, and being mindful of Calisthenics ACT's schedule of meetings and competitions, assist the president to provide leadership for the club in terms of interaction with current members, participants and coaches;
- Be responsible for ensuring that life members and "friends of Karilee" are engaged as appropriate in the club's activities; and
- Maintain the mailing lists for life members and "friends of Karilee".

## Committee

- In the absence of the president, chair the club's monthly committee meetings ensuring discussion is comprehensive and inclusive and that meetings are kept within a reasonable timeframe; and
- Assist with planning for the Annual General Meeting, especially identifying new individuals for key executive positions.

## Cali ACT

- Represent Karilee on the Calisthenics ACT Council.

## Club Duties

- Manage the hall hire for Karilee, ensuring all teams are accommodated effectively and that invoices from hall owners are accurate and paid in a timely manner;
- Work with the committee to ensure the marketing program, fundraising, communication activities especially the website, and other key endeavours are undertaken effectively; and
- Be responsible for the management of the costume store, the props store and the club trailer.

# Secretary

## Overview

The secretary is the principal administrator and activities coordinator for the club that are not related to financial or coaching issues. The performance of the secretary has a major impact on the efficient and effective management of the club.

The secretary is one of the five Executive Committee positions. The executive committee have the power to make urgent out of session decisions by a majority vote that are then notified to and ratified by the committee.

## The secretary needs to:

- notify the club of his or her address following appointed as secretary (Section 14 (1) of the Karilee Constitution (March 2019));
- be well organised, efficient and a good communicator with both verbal and written skills;
- have good listening skills; and
- be able to maintain confidentiality as required.

It is an advantage to be experienced using computer applications and to have administration skills.

## Secretary responsibilities and duties include:

- Managing the club administration;
- Working with the president to ensure the smooth running of the committee meetings;
- Attending Karilee Committee and General Meetings; if unable to attend a meeting arrange for the assistant secretary or other committee member to take minutes of the meeting and if possible, prepare and circulate the meeting agenda and papers prior to the meeting;
- Maintaining the club's yearly events and planning calendars;
- Maintaining the club contact list for life members, committee members, coaches, cadets and class assistants, team managers and wardrobe managers;
- Maintaining a contact register of all other ACT Calisthenics Clubs, Calisthenics ACT, and the essential contacts for local and interstate competitions, regular local business contacts associated with Karilee business;
- Recording the incoming and outgoing correspondence list, this does not include internal committee emails;
- Dealing with all club correspondence and distributing to relevant committee members for response where required;
- Preparing and distributing the committee meeting agendas, correspondence list, actions, papers and notices prior to the meeting in consultation with the president;
- Taking the minutes of club committee meetings in accordance with Section 14 (2) of the Karilee Constitution (March 2019) and distribute copies in a timely manner;
- Creating draft minutes for the president or assistant secretary to review and provide comment after each meeting;
- Presenting the previous minutes to be accepted or corrected as a true record of proceedings by the committee at the following committee meeting as required in Section 14 (3) of the Karilee Constitution (March 2019);



- Keeping a record of all meeting minutes on file and preserving all meeting papers and club records by storing them online as read only files;
- Ensuring that statutory obligations are fulfilled, and all affiliation/registration documents are accurate and are paid on time by working alongside the treasurer;
- Liaising with club members to share information by distributing club newsletters and requesting posts on the Karilee FaceBook page;
- Ensuring that all members have access to a copy of the club constitution and policy documents, insurance details and officers contacts etc;
- Ensuring that the club is run in accordance with its Constitution and By Laws;
- Delegation of the collection, recording, distribution and reporting of members registration details to the Registrar in accordance with club policy; and
- Delegation of specific agreed duties in the form of a written list to an assistant secretary, if a person has been appointed to that position that are within their ability to do; however, the secretary still remains responsible for all duties.

It is important for the outgoing secretary to work with the incoming secretary by providing advice and handing over Karilee documents to ensure smooth transition.

### **Source References**

1. <http://www.clubsolutions.wales/club-secretary/>
2. <https://my.rotary.org/en/learning-reference/learn-role/secretary>
3. Rotary Positions: <http://rotary9940.24hours.co.nz/resources/Docs/ClubRoles.aspx>
4. Previous revisions of the duty statements.
5. [Karilee Constitution \(March 2019\)](#)

# Treasurer

## Overview

The treasurer is the key person who has custody of all Club funds and is responsible for planning the budget and managing the Club's financial affairs. This is done by keeping and reporting financial records in consultation with the Executive and the committee in accordance with the Karilee Constitution and Protocols.

The treasurer is one of the five Executive Committee positions.

## The Treasurer needs to:

- have an understanding of financial matters and book keeping processes; or
- be willing to learn to manage the Club's financial affairs.
- communicate with members to assist with accounts and reimbursements.

## Treasurer responsibilities and duties include:

- Managing the financial affairs of the club;
- Attending Karilee Committee and General Meetings; if unable to attend a meeting, the monthly financial statements along with any notes should be forwarded to the secretary and president prior to the meeting;
- Keeping financial records and books showing the financial affairs of the club with full details of all receipts and expenditure connected with the activities of the club;
- Holding a bank account in the name of the club;
- Acting as a primary signatory on the club account (and appointment of three others as agreed by the club committee);
- Collection of monies owed to the club and receipting of monies paid to the club;
- Delegation of the collection and receipting of monies for merchandise to the Merchandise Officer;
- Delegation of specific agreed duties in the form of a written list to an Assistant Treasurer, if a person has been appointed to that position that are within their ability to do;
- Paying club accounts, invoices, and coaching staff fee that are authorised by the committee in accordance with Club Policy;
- Reimbursing of approved club expenses after invoices or receipts are received;
- Distributing invoices and statement to Karilee members;
- Preparing monthly financial statements showing income and expenditure against the approved annual budget for the committee meetings;
- Reporting of late payment issues to the Executive or Financial Committee in accordance with the Debit Policy to hasten the recovery of overdue payments owed to the Club;
- Setting up the annual budget in consultation with the Executive or Financial Committee prior to being ratified by the committee;
- Preparation of the annual records required for audit of the Club's finances by the end of January each year;
- Arranging the auditing of accounts so that they are available for the Annual General Meeting (AGM) that is usually held in March each year;
- Presentation of the annual financial summary statements, and audited statement of the Account and Balance Sheet provided by the auditor to the AGM; and
- Presentation of a Treasurer's report at the AGM.

# Head Coach

## Overview

The role of the Head Coach is two-fold, to ensure the long-term substantiality, capability and strength of the Karilee coaching team, and to manage the administrative side of coaching.

The Head Coach is responsible for ensuring key coaching issues are addressed either by the coaches as a group or by the Karilee Committee.

## Head Coach duties include:

- Acting as a representative of the Karilee coaches by liaising between the coaches and the:
  - Karilee Committee;
  - Calisthenics ACT Coaches Committee; and
  - Calisthenics ACT Competition Committee;
- Attending monthly Karilee committee meetings or, if unable to attend, arrange for a representative from the current year's coaching team to attend or provide a written report;
- Being responsible for distributing to the Karilee coaching team all information received from the above committees in relation to:
  - Coach/cadet registration;
  - Coach/cadet development; and
  - Competitions;
- Calling for expressions of interest for coaching positions for each age group for the following years training program;
- Preparing a list of coaching positions in consultation with the coaches and the executive committee;
- Providing a list of coaching positions to be discussed and ratified by the committee;
- Convening at least one meeting of the Karilee coaches each year to discuss issues, set individual coach's development plans, determine succession plans for age groups and identify and nurture emerging cadets and class assistants;
- Ensuring all competition entries are completed and submitted by the due date including liaising with the Treasurer for prompt payment;
- Liaising with the coaches about concert items to be performed;
- Being responsible for the content of the program and coordinating the preparation of the program for the End of Year Concert;
- Purchasing gifts for the committee to be presented at the concert; and
- Delegation of specific agreed duties in the form of a written list to Karilee coaches or the executive committee; however, the head coach still remains responsible for these duties.

# Registrar

## Overview

The Registrar is the key committee member responsible for the collection, recording, distribution and reporting of member's registration details in accordance with Constitution and Club policy. The Registrar also works in line with Cali ACT and ACF Registration requirements.

The Registrar is one of the nine office bearer positions on the committee.

### **The Registrar will be able to:**

- Gain an understanding of the registration processes;
- Manage and maintain Karilee's Registration database and membership details;
- Communicate with members to assist them with the registration processes;
- Liaise with Club delegates, in particular the Club Treasurer and Team Managers regarding registration information.

### **Registrar responsibilities and duties include:**

- Managing the Club's registration processes in accordance with the Karilee Constitution (March 2019); Club Policies and Cali ACT Registration requirements;
- Manage and maintain membership records in Karilee database;
- Manage and maintain membership records in the Australian Calisthenics Federation's (ACF) Registration Database;
- Record participant ACF registration numbers;
- Attend and report on Registration lists and associated matters at Karilee Committee and General Meetings; (if unable to attend provide a written registrar's report to the Secretary and President prior to the meeting);
- Monitor and action the Karilee Registration email account;
- Upload registration documents to the Google Drive (in the Registration and related sub folders);
- Liaise with Team Managers on registration matters for their teams (Team Managers are responsible to report changes in team memberships, including participants who are attending the 'Come and Try' classes);
- Liaise with the Treasurer for the reporting and payment of the Calisthenics ACT Insurance Levies;
- Manage the administration related to participant transfers (to and from Karilee - including a Financial Release);
- Preparation of the yearly Participation and Service Awards lists in readiness for Karilee's end of year concert; and
- Prepare Registration forms for the following Calisthenics year.

# Merchandise Officer

## Overview

The merchandise officer is the key person on the committee who is responsible for the ordering of uniforms and other club merchandise, distribution of orders, collection of monies owed for merchandise and reporting of merchandise sales and issues to the treasurer and the committee.

The merchandise officer is one of the nine office bearer positions on the committee.

## The merchandise officer needs to:

- have an understanding of the process for managing club merchandise orders; or
- be willing to learn how to manage the club's merchandise ordering process; and
- communicate with team managers and members to assist with the ordering of merchandise.

## The merchandise officer's responsibilities and duties include:

- Managing the club's merchandise ordering, sales and distribution;
- Monitoring and using the Gmail account ([karileemerchandise@gmail.com](mailto:karileemerchandise@gmail.com)) for merchandise orders and correspondence;
- Liaise with team managers via email to arrange suitable times for the sizing and ordering of uniforms and club merchandise;
- Ordering of uniforms is usually done in Week 3 to have them available for the first competition;
- Place orders with the supplier by end of March; minimum of 20 items for custom orders these usually takes 6 – 8 weeks for orders to arrive;
- Receiving payments for items ordered;
- Deposit any monies received for merchandise orders;
- Keeping merchandise sales records and provide a list to the treasurer;
- Conducting a stocktake of merchandise at the end of each calendar year for the treasurer;
- Reporting of any merchandise issues to the committee;
- Checking that participant's membership year badges and Life Member badges are available to be awarded at the end of year concert;
- Arrange the ordering of additional badges as required in consultation with the treasurer and the committee;
- Attending Karilee Committee and General Meetings; if unable to attend a meeting, a merchandise officer's report that includes any updates on merchandise sales and issues should be forwarded to the secretary and president prior to the meeting; and
- Assisting a new merchandise officer with the role by providing a hand over with banking details, ordering processes and suppliers contacts.

# Assistant Secretary

## Overview

The assistant secretary's role within the club is to progressively learn how to do the various administrative and coordinating duties to assist the secretary with club activities that are not related to financial or coaching issues.

The assistant secretary is one of the nine office bearer positions. Ideally the assistant secretary is a step in the succession planning for the secretary position.

### The assistant secretary needs to:

- be willing to learn and be interested in assisting with various club activities;
- be well organised, and a good communicator with both verbal and written skills;
- have good listening skills; and
- be able to maintain confidentiality as required.

It is an advantage to be experienced using computer applications and to have administration skills.

### Assistant Secretary responsibilities and duties include:

- Be involved with setting suitable administrative duties by reviewing the secretarial duties that you are able to do or are willing to learn to do;
- Assisting the secretary with a specific set of agreed duties; although the secretary still remains responsible for all these duties;
- Progressively learn how to manage the various club administrative duties;
- Working with the secretary to assist with the smooth running of the committee meetings;
- Attending Karilee Committee and General Meetings and take notes to assist with the preparation of the minutes;
- Reviewing the draft monthly minutes prepared by secretary and provide corrections or comments;
- Be willing to take minutes of the meeting in accordance with Section 14 (2) of the Karilee Constitution (March 2019), if the secretary is unable to attend the committee meetings; and
- Being familiar with the club's constitution and operational processes to ensure that the club is run in accordance with these rules or processes.

It is important for the secretary and the assistant secretary to work together.

## Source References

1. <http://www.clubsolutions.wales/club-secretary/>
2. <https://my.rotary.org/en/learning-reference/learn-role/secretary>
3. Rotary Positions: <http://rotary9940.24hours.co.nz/resources/Docs/ClubRoles.aspx>
4. Previous revisions of the duty statements
5. [Karilee Constitution \(March 2019\)](#)

# Assistant Treasurer

## Overview

The assistant treasurer's role within the club is to progressively learn how to do the various financial administrative duties to assist the treasurer with the financial activities of the club.

The assistant treasurer is one of the nine office bearer positions. Ideally the assistant treasurer is a step in the succession planning for the treasurer position.

### The assistant treasurer needs to:

- be willing to learn and be interested in assisting with various club activities;
- have a basic understanding of financial administrative duties or be willing to learn;
- be well organised, and a good communicator with both verbal and written skills;
- have good listening skills; and
- be able to maintain confidentiality as required.

It is an advantage to be experienced using computer applications and to have administrative skills.

### Assistant treasurer responsibilities and duties include:

- Be involved with setting suitable financial administrative duties by reviewing the treasurer duties that you are able to do or are willing to learn to do;
- Assisting the treasurer with a specific set of agreed duties; although the treasurer still remains responsible for all these duties;
- Progressively learn how to manage the various club financial administrative duties;
- Attending Karilee Committee and General Meetings, especially if the treasurer is unable to attend; and
- Being familiar with the club's constitution and operational processes to ensure that the club is run in accordance with these rules or processes.

It is important for the treasurer and the assistant treasurer to work together.

### Source References and further reading

1. <http://www.clubsolutions.wales/treasurer/>
2. <https://my.rotary.org/en/learning-reference/learn-role/treasurer>
3. <https://sportscommunity.com.au/club-member/information-for-treasurers/sports-club-treasurer/>
4. Previous revisions of the duty statements
5. [Karilee Constitution \(March 2019\)](#)