



## **SABC Club Positions and Responsibilities**

### **President:**

The President is ultimately responsible for the club. The role of the President is to oversee the running of the club and its administration. This involves running club meetings and ensuring effective management of the Committee.

#### **Duties include:**

- Acting as Chairman of all General and Committee meetings
- Having a good understanding of the club's constitution and policies
- Communicating all correspondence to the members
- Attending meetings, representing the Club
- Ensuring that the Committee adhere to the proposed action plans and goals of the Club and delegating responsibilities to committee members
- Maintaining frequent checks on the Club's email accounts and responding to requests and inquiries in a timely manner

### **Vice President:**

The Vice President is responsible for assisting the President to fulfil his/her responsibilities for the governance and success of the club. This may mean chairing meetings at short notice. At times the Vice President will need to work with the President to help him/her understand concerns and alternative points of view within the club.

The Vice president is ultimately responsible for the club along with the president. The role of the Vice President is to oversee the running of the club and its administration. This involves running club meetings and ensuring effective management of the Committee.

#### **Duties include:**

- Acting as Chairman of all General and Committee meetings, in the absence of the President
- Having a good understanding of the club's constitution and policies
- Attending meetings, representing the Club
- Ensuring that the Committee adhere to the proposed action plans and goals of the Club
- Assisting the President in the running of the Club and its administration

**Secretary:**

The Secretary is responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee.

Amongst the Secretary's tasks are to prepare and distribute minutes, receive and disseminate correspondence to and from the club etc.

Duties include:

- Attend Committee meetings
- Take minutes of meetings and distribute these to the committee
- Communicate a debrief or action list for committee members to action subsequent to periodic committee meetings
- Assist in the publication of the Club's Newsletters with supply of information together with Communications and PR/ Social media officer.

**Treasurer:**

The Treasurer is responsible for the financial supervision of the club.

The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the organisations financial future and monitoring the organisations revenue and expenditure.

It is the duty of the treasure of the Club to ensure:

That all money due to the association is collected and received and that all payments authorised by the association are made, and that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

Duties include:

- Financial reporting
- Produce Balance Sheet and Profit and Loss statements for each Committee Meeting
- Produce accurate Financials for review of members at AGM.
- Banking
- Create efficient means of paying creditors and suppliers.
- Ensure secure handling of funds to avoid risk of misappropriation.
- Receiving of membership fees
- Expenditure
- Maintaining frequent checks on the Club's email accounts regarding memberships

## **Competition Coordinator:**

The competition coordinator is responsible for the running, hosting and administration of club competitions. As the role is also evolving to assist with the proposed merger of SABC and SABSOSA, this will also include communication with SABSOSA and possible sub-committee formation to oversee this process.

Duties include:

- Organising Club competitions, including deciding competition styles and setting dates.
- Administration of Competition web entries, coordinating with IT coordinator if needed.
- Competition rules and guidelines
- Record keeping of entries, distribution of judging sheets
- Organising competition prizes and trophy engraving
- SABSOSA integration processes
- Maintaining frequent checks on the Club's email accounts regarding the competitions section

## **Publicity / Social Media Officer:**

The Publicity Officer is responsible for ensuring that the Club and its sponsors receive the widest possible media coverage and promoting the Club.

Duties include:

- Develop and implement a public relations plan that will outline the Club's ethos and approach to its social media and PR administration together with the Club officials.
- Write and issue media releases concerning upcoming events, Club activities and achievements, these may be shared between President, IT and Publicity officer with regards to monthly newsletters.
- Administration of the Club's social media pages, together with assistance of appointed admin officers if needed.
- Ensure that the Club's sponsors receive maximum exposure in all spheres.
- Create a positive general public awareness of the Club and its activities.

### **IT Officer:**

The IT officer coordinates and maintains the Club's website and other means of online presence.

Duties include:

- Maintenance of the Club website.
- E-commerce and PayPal administration.
- Email server maintenance.
- Domain name maintenance.
- Updating and maintaining mailing lists.
- Club online forms, order templates, competition coordination with external website integration.
- Liaising with other club officers to post club announcements and newsletters on the website.
- Web competition portal administration
- Assistance with Club meetings and presentations when IT assistance is needed.

### **Events Coordination Officer:**

The role of events coordination officer is to oversee the Club's two main annual events

Duties include:

- Deciding upon dates, venues and event content
- Communicating actions to be undertaken for events to the committee
- Liaising with venue owners, suppliers and sponsorship partners (including working together with Club Sponsorship Liaison)
- Delegation of roles required by other Club members to help organise the events
- Maintaining frequent checks on the Club's email accounts regarding events

### **Sponsorship Liaison:**

The role of sponsorships liaison is to acquire sponsorships for Club competitions, events, raffles etc.

Duties include:

- Building relationships with LHB suppliers, local breweries or interested parties who could mutually benefit from sponsorship involvement with the Club
- Procure prizes and donations for Club events and competitions
- Promotion of the Club's sponsors in coordination with the Club's Publicity officer