

Duties of the Committee

President – Chair all meetings of the committee and the club.

- Will act as official spokesperson for the club.
- In the case of a tied vote will have the casting vote.
- Represents the club in all matters
- Liaises with DBNSW Inc.
- Delegates duties as necessary.
- Chairs meetings of sub-committees.
- Responsible for the selection of races to enter

Secretary – Maintain an accurate record of all minutes of meetings, rules and correspondence.

- Circulate minutes and correspondence to committee members.
- Attend to correspondence on behalf of the club.
- Convene meetings as directed.

Treasurer – Collect all monies payable to the club and issue receipts for the same.

- Deposit all monies into a bank account in the clubs name.
- Arrange for all cheques for disbursements such as race entries, boat hire, etc.
- Maintain correct books and accounts showing the full financial affairs of the club. These records shall be made available for inspection by any member and must be held by the Treasurer.
- Submit a regular statement of receipts and expenditure to meetings of the committee.
- Prepare at the end of financial year a set of financial statements for the AGM.
- Liaise with Dee Why RSL regarding sponsorship money.

Registrar – Acts as the Public Officer.

- Maintain a register of members of the club specifying the name and address of each member together with the date on which the person became a member.
- Maintains a database of all members
- Responsible for club and member membership forms.
- Liaises with treasurer for the collection of membership fees.

Head Coach – Responsible for the selection and training of coaches

- Responsible for the selection of top crews
- Responsible for the training of sweeps
- Responsible for the training regime for teams.