

Committee Portfolios Policy

Aim

The aim of this policy to give clarity to possible portfolios that may be given to committee members.

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1 Revision

This policy is to be maintained and reviewed by the AUSC Committee.

2 Application

This policy applies to committee members of AUSC, as well as all members at the club's AGM when electing committee members.

3 Portfolios

A list of possible portfolios that the committee may choose to manage AUSC are listed in Table 3-1.

Table 3-1 Possible Portfolios

Portfolio	Description
Boating	Maintenance of the club's boats and management of club qualified boat handlers
Cave Diving	Organisation of cave diving and associated technical diving activity, trips
Dive Coordinator	Organisation of diving activity, trips, and proactive advertising of scuba diving
Equipment	Maintenance of scuba diving accessories and compressors
Facilities	Maintenance of club room equipment
Freediving	Organisation of freediving activity, trips Note: Snorkelling could also be integrated within this portfolio
Guest Speaker Coordinator	Planning coordination, and promotion of guest speakers to the club Note can also be integrated within the Social Events portfolio
Information (including IT / Webmaster)	Documentation of the club's activities, including the development and maintenance of the club's website
Membership	Point of contact for membership enquiries, manage membership details, and liaison with AU Sport
Merchandise	
Overseas Diving Trips	Organisation of overseas diving where applicable
Photography / Photography Competitions	
Snorkelling	Organisation of snorkelling activity, trips
Social Events	Organisation of social development in the club
Sponsorship	Seeking and organisation of club sponsorship
Training	Coordination of open water, boat handler and oxygen provider courses
Underwater Hockey	Development of underwater hockey team training, competitions and tournaments
Underwater Rugby	Development of underwater rugby team training, competitions and tournaments
Underwater Sports	Development of underwater team activities

4 Officer portfolios in effect

Officers were previously listed in the AUSC Constitution, however due to different club focuses each year, projects, and sports in effect, club policy updating was more practical than the constitution. As

of Revision 0 of this Committee Portfolios Policy, some portfolios have been agreed to be voted in at the AUSC AGM (Section 4.1), appointed automatically by club executive vote (Section 4.2), and portfolios allocated within the Committee (Section 4.3).

4.1 Portfolios voted at the Club's AGM

As per Clause 10.1(c) of the Club's Constitution (Revision 12), following the voting of Committee executive, voting to be based on officer portfolios. The following five portfolios to be voted upon, in the following order:

- Equipment Officer;
- Boating Officer;
- Information Officer; and
- General Committee Member (x2).

4.2 Portfolios appointed by voted Committee executive

The following portfolios are also to be filled by the following Committee executive:

- Diving to be managed by the Vice President; and
- Membership to be managed by the Secretary.

The Committee may also choose to have these portfolios allocated to an alternative Committee member.

4.3 Portfolios voted by the Committee

The following portfolios are deemed important for member development/engagement, and are to be absorbed by the Committee members at the first Committee Meeting:

- Social;
- Training; and
- Underwater Rugby.

5 Portfolio responsibilities

5.1 President

- Overall organisation of club affairs, meetings and business;
- Monitor, review and ensure club compliance with legislative requirements (e.g. workplace health and safety (WHS));
- Chair committee meetings;
- Ensure the efficient running of the club:
 - club committee member responsibilities are met;
 - coordinate club openings; and
 - coordinate with AU Sport requirements;
- Liaise with AU Sport;
- Prepare, coordinate and submit grants;
- Approve purchase recommendations in consultation with the committee; and
- Coordinate changes to club policy.

5.2 Vice President

- Aid to the President, and oversee overall club safety;
- Prepare, co-ordinate and submit grants in conjunction with the President;

- Deputise for the president in his or her absence;
- Liaise with AU Sport and other clubs in the AU sports hub;
- Approve purchase recommendations in consultation with the committee; and
- Maintain safety-related policies.

5.3 Treasurer

- Responsible for club monetary affairs and documentation of such;
- Coordinate banking of club monies;
- Have overall responsibility for club financial systems;
- Pay approved invoices;
- Prepare and submit periodic financial statements;
- Be responsible for club banking matters, including maintenance of bank signatories;
- Collate and present proposed purchases to the committee;
- Provide financial input to committee pricing and policy decisions; and
- Maintain financial-related policies.

5.4 Secretary

- Responsible for club documents, minutes, and communication;
- Collect correspondence from the AU Sport pigeon-hole, table it with the committee and respond as appropriate;
- Prepare and send notices of meetings where and when required;
- Prepare and send agendas for meetings (Committee, AGM etc.);
- Take, prepare and distribute minutes of meetings in a timely manner;
- Attend to changes in club constitution and liaise with AU Sport accordingly; and
- Coordinate the maintenance, review and distribution of club policies.

5.5 Equipment Officer

- Maintenance of scuba diving accessories and compressors;
- Maintain a register of dive equipment purchases, servicing and disposals;
- Recommend purchases, replacements and disposals of club hire gear;
- Effect approved purchases of club equipment;
- Conduct regular stock-takes of club equipment and report results to the committee;
- Be the club subject matter expert on club compressors;
- Coordinate training of club members on the operation of the club compressors; and
- Maintain equipment-related policies.

5.6 Boating Officer

- Maintenance of the club's boats and management of club qualified boat handlers;
- Coordinate the training of club boat towers and boat handlers;
- Maintain a register of boat towers and boat handlers;
- Coordinate the maintenance, repair and servicing of club boats and boat-related equipment;
- Recommend expenditure on boat-related matters to the committee;
- Maintain boat-related policies.

5.7 Information Officer

- Responsible for documentation of the club's activities, including the development and maintenance of the club's website and news/blog;
- Maintain club Announce and Committee e-mail groups;

- Coordinate periodic reviews of the club website;
- Amend and update club website content as might be required from time to time; and
- Oversee the club Facebook group and deal with inappropriate postings.

5.8 Membership Officer

- Maintain club membership records meeting AU Sport requirements;
- Coordinate remittances and periodic membership reports to the AU Sport;
- Send AU Sport and AUSC reminder notices to club members;
- Liaise with new members and answer queries from members regarding membership matters;
- Provide periodic membership reports to the committee; and
- Maintain membership-related policies.

5.9 Student Members

- Provide a student perspective to club activities, development of club policy etc.;
- Take a lead in campus-based activities (e.g. O'Week); and
- Take a lead in planning and conducting social and fundraising activities.

6 Committee Member responsibilities

- Attend committee meetings;
- Contribute to the running of the club / club management;
- Represent the club at industry and like-minded organisations;
- Conduct Thursday night club meetings, including equipment hire and cash recording;
- Contribute to the preparation, leadership, promotion and conduct of dive activities; and
- Be aware of club policies, and promote adherence to them as well as change when circumstances require.

7 Document control

Revision (Date)	Person	Comments
0 (04/2014)	Author: Tim Brown Reviewed: Committee (via Meeting 04/2014) Approved: Gail Jackman, President	Document released to club membership.
1 (15/09/2016)	Author: David Warren Reviewed: Committee (via Meeting 15/09/2016) Approved: David Warren, President	Based off constitution wording and Committee Duties document authored by Tim Brown. Significant update with conversion of document into current policies format, and addition of portfolios sections.