Committee Portfolios Policy

Aim

The aim of this policy to give clarity to the AUSC committee requirements and 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 Definitions

AUSC – Adelaide University Scuba Diving Club

AUSF – Adelaide University Sport and Fitness

4 Eligibility for Committee

In South Australia, certain people cannot be committee members or take part in the management of an incorporated association like AUSC without the permission of the Corporate Affairs Commission, which is administered by Consumer and Business Services (CBS). This includes:

- a person who is an undischarged bankrupt, an
- a person who, within the previous five years (or, if imprisoned, within five years after release from prison), has been convicted of:
    - an offence relating to the promotion, formation or management of a body corporate;
    - an offence involving fraud or dishonesty punishable by imprisonment for at least three months
    - an indictable offence, or
    - certain offences involving breaches of duties under the Associations Incorporation Act 1985 (SA)

5 Common Committee Attributes

The committee should comprise of members with an appropriate range of soft skills and technical skills that align with the clubs current and future requirements.

Valued attributes for all committee positions are:

- The ability to think laterally and have good communication skills;
- Being able to understand and relate to members and external stakeholders;
- Being ethical, honest, trustworthy, and a team player; and
- Being financially literate.

6 Committee Member Responsibilities

- Attend committee meetings and contribute to the running of the club / club management;
- Represent the club at AUSF, dive industry, and associated events;
- Conduct Thursday night club meetings, including equipment hire and tank fills;
- 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 Executive Committee

The club must have an executive committee comprising of the following four positions:

- President
- Vice President
- Secretary
- Treasurer

8 General Committee Portfolios

The AUSC constitution allows up to six committee officers to be elected in addition to the four executive committee positions. A list of possible portfolios that the committee may choose to manage AUSC are listed in Table 8-1.

Table 8-1 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 AUSF
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 Sports	Development of underwater team activities

9 Officer portfolios in effect

Officers were previously defined 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, most portfolios have been agreed to be voted in at the AUSC AGM and appointed automatically by club executive vote.

9.1 Portfolios voted at the Club's AGM

Following the voting of executive committee, the following five portfolios already in effect are to be voted upon in the following order:

- Equipment Officer;
- Boating Officer;
- Information Officer;
- Trips and Events Officer; and
- Social Media Officer.

9.2 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.

9.3 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.

10 Portfolio responsibilities

10.1 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 AUSF requirements;
- Liaise with AUSF;
- Prepare, coordinate and submit grants;
- Approve purchase recommendations in consultation with the committee; and
- Coordinate changes to club policy.

10.2 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 AUSF and other associated clubs;
- Approve purchase recommendations in consultation with the committee; and
- Maintain safety-related policies.

10.3 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.

10.4 Secretary

- Responsible for club documents, minutes, and communication;
- Collect correspondence from the AUSF 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 AUSF accordingly; and
- Coordinate the maintenance, review and distribution of club policies.

10.5 Membership Officer (Sub Role)

- Maintain club membership records meeting AUSF requirements;
- Coordinate remittances and periodic membership reports to the AUSF;
- Send AUSSC 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.

10.6 Equipment Officers

- 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.

10.7 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; and
- Maintain boat-related policies.

10.8 Information Officer

- Responsible for documentation of the club's activities, including the development and maintenance of the club's website;
- Maintain club e-mail, membership, and cloud storage systems;
- Ensure regular backups and patching is in place for club managed info systems;
- Oversee the club Facebook group and deal with inappropriate postings; and
- Act as a point of contact for committee members with AUSC info system issues.

10.9 Social Media Officer

- Manage AUSC social media feeds providing interesting content and information;
- Reply to comments to posts and provide additional information as required;
- Moderate and deal with inappropriate postings that go against AUSC policy;
- Help in opening the club up for gear hire and air fills; and
- Help other committee members as required.

10.10 Events and Trips Officer

- Put together away trips and local events being the contact point for all things social;
- Help in opening the club up for gear hire and air fills; and
- Help other committee members as required.

11 Student and Gender Requirements

Where committee positions nominations are contested or appointed, AUSC may give preference to specific nominees to ensure the composition of the committee aligns with the requirements of the AUSC Constitution. This may include giving preference to Adelaide University students to comply with our required student ratio and, where reasonably practicable, selecting nominees to achieve a minimum representation of 40% that identify as male and 40% that identify as female. Any such prioritisation will be applied fairly, transparently, and only to the extent necessary to achieve these objectives, while remaining consistent with applicable anti-discrimination legislation and the Club's commitment to foster a committee that is representative of its members and affiliation requirements with AUSF.

12 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.
2 30 Mar 2023	**Author:** Tim Brown **Reviewed:**	Amended letterhead to AU Sport & Fitness. Deleted references to UW Rugby and UW Hockey.

3 06 Jul 2026	**Author:** Jade Bruggeling **Reviewed:** Committee (via Meeting 13/08/2026) **Approved:** Committee (via Meeting 13/08/2026)	Add definitions for AUSC and AUSF Add Eligibility for Committee section per SA legalisation requirement Add Committee Attributes section for desired attributes Add Executive Committee section for clarity Match new constitution that general committee may flex up to 6 Add Social Media Officer and Trips and Events Officer Add Student and Gender Requirements per new constitution Remove General Positions x 2