

UWA Underwater Club

Committee Positions

Executive Committee

President

Role

The role of the President is to provide leadership and direction for the Club and to take responsibility for the organisation of the Committee.

Responsibilities

The responsibilities of the President are to:

- Call and chair all committee and general meetings.
- Ensure all Committee meeting and general meeting of the Club are run efficiently and effectively.
- Prepare an annual report documenting the club activities and significant details prior to the annual general meeting.
- Co-ordinate activities within the Club Committee.
- Submit an Annual Report to the Club at the Annual General Meeting.
- Act as a spokesperson for the Club.
- Lead, enthuse and motivate the Club Committee
- Act as a delegate to the Sports council (or delegate authority to another nominated office bearer).
- Delegate tasks and authority to Committee and Club members to facilitate the organisation of club activities.
- Communicate, either directly or through delegation, relevant information to key parties

Vice President

Role

The role of the Vice President is to support the President in the running and management of the Club and to act on behalf of the President in all situations where they are not available to make a decision or an appointment.

Responsibilities

The responsibilities of the Vice President are to:

- Act as a deputy chairperson for all Club meetings.
- Ensure that the Clubs activities accord with its' own constitution.
- Fulfil such other duties as the Committee/President may impose.
- Support the Club President in the management and organisation of Club activities.

Secretary

Role

The role of the Secretary is to ensure the smooth and efficient running of the club by ensuring that records, correspondence and other communications are appropriately recorded.

Responsibilities

The responsibilities of the Secretary are to:

- Prepare agendas, minutes and collate supporting reports for club meetings.
- Prepare and communicate internal and external correspondence as required.
- Frequently clear the club letterbox.
- Maintain the Club filing system
- Arrange any necessary permits and registrations.
- Delegate the management of certain aspects (eg. Information Officer).

Treasurer

Role

The Treasurer is responsible for the finance of the Club, to the Club Committee and members. The Treasurer is expected to liaise with the UWA Sports Finance Officer on club grants and other financial issues. In fulfilling the role of Treasurer, it is important that you supply accurate and up to date information to your committee and Club members.

Responsibilities

The responsibilities of the Treasurer are to:

- Keep the Clubs financial books up to date at all times.
- Prepare budget for income and expenditure.
- Be prepared to present a financial report for each committee meeting and general meeting.
- Present a financial report to the Club Annual General Meeting.
- Authorise payments and reimbursement of expenses incurred by the Club.
- Collect and bank all income in a Club account.
- Maintain liaison with the Management and Finance Committee of the Sports Council and/or the UWA Sports Finance Officer in all financial matters.

General Committee

Membership Officer

Role

The role of the membership officer is to keep an up to date register of all financial members of the Club.

Responsibilities

- Ensure adequate blank membership forms are available at the Club and any events where new member sign up is expected.
- Collect completed membership forms and update the membership database with new details.
- Report on membership numbers to the Committee and the Sports Council on a monthly basis.
- Organise membership identification (ie. stickers or cards) as required.

Events Officer

Role

The role of the Events Officer is to provide support for the organisation of club events, including guest speakers, special events and club trips. The Events Officer will provide a point of contact for members interested in organising club events and will be the liaison between the committee and the event organisers. The Events Officer will take the lead role in organising and promoting regular club events and may delegate responsibility for management of particular activities as required (eg. Trip Co-ordinator to take lead on the management of club trips).

Responsibilities

The responsibilities of the Events Officer are to:

- Organise the regular monthly meetings including arranging an appropriate venue and any necessary catering for the event.
- Identify opportunities to host guest speakers for social or special events.
- Liaise with club members and the committee to facilitate the organisation and running of club events.
- Approval of venue hire, catering or other purchases or expenditure relating to club events.
- Delegate authority to individual members to organise club events.
- Promotion and communication of planned events.

Equipment Officer

Role

The role of the Equipment Officer is keep the boat afloat and ensure that we have the necessary equipment to get our members diving. The Club Equipment Officer is responsible for ensuring the ongoing maintenance and management of all club equipment and identifying any necessary purchases. The Equipment officer will liaise with the Committee and club members to organise any maintenance or repairs to large equipment (ie. the boat and truck) and the scheduling of small equipment maintenance.

Although this role encompasses all club equipment, the Equipment Officer may delegate authority for particular equipment to financial Club members. This has typically involved identifying 4 key personnel to manage the following areas:

- Large equipment (Marine) – ie. the boat and associated equipment.
- Large equipment (Land) – ie. the truck and compressor (not currently operational).
- Small equipment – includes dive and rental gear.
- Roster coordinator – for managing roster volunteers to open the shed for equipment rental.

Responsibilities

The responsibilities of the Equipment Officer are to:

- Maintain an up to date equipment register documenting the Clubs equipment holdings.
- Complete an annual audit, or more frequently as required, of the Club equipment.
- Make recommendations to the Club Committee any equipment purchases and make arrangements for such purchases, on behalf of the Club.
- Ensure that all club equipment is stored securely and appropriately at all times.
- Supervise the appropriate management of Club equipment including delegation of authority for the maintenance and management of key equipment.

Dive Officer

Role

The role of the Dive Officer is to manage and co-ordinate the regular diving activities through the Club and managing the weekend dive schedule. You will be the key point of contact for those involved in the running of the weekend dives, the skippers and the committee. The Dive Officer may delegate responsibility for certain aspects of the role. In the past this has included key members for the following sub roles:

- Course coordinator – for liaising with members and club (or local) dive instructors to respond to course enquiries.
- Dive coordinator (typically 2 people) – to handle the bookings for weekend boat diving including collecting the information from the online booking system and notifying successful members that they will be diving on the weekend on Thursday evening. Providing the skipper with a list of the divers for the dive.

Responsibilities

The responsibilities of the Dive Officer include:

- Ensure the organisation and coordination of weekend diving including liaison with skippers and dive coordinators to schedule and publicise dive outings.
- Delegate authority, as necessary, to organise weekend diving.
- Supporting the organisation and running of dive courses through the Club.
- Provide a key point of contact between the all parties involved in the running of weekend dives.
- Provide updates and recommendations to the Club Committee pertaining to the regular Club dives and courses.

Other Key Roles / Expressions of Interest

Student Representative

The student representative must be a UWA student. As a committee member, their job is to represent the club at all UWA Sports Clubs meetings (~4 per year) and report any club-related information to the committee.

Dive Coordinators (2 positions)

The dive coordinators are responsible for handling bookings for the weekend boat diving. To lighten the load, we typically alternate weeks between two coordinators. You will help the Dive Officer by liaising with skippers to book in weekend dives; advertising when the boat is going out or when there are plenty of positions available; organising the weekend diving and notifying successful members that they're on the boat. You will be the bringer of Thursday night joy when you let members know they'll be heading to Rottnest on the weekend.

Trip Coordinator

Assist the Events officer with planning, scheduling and organising club trips, be they local or international.

Equipment Coordinator

Know your way around a boat like the back of your hand? Can fix anything that floats, dives, drives or flies? Volunteer your expertise to keep our equipment running and your fellow members in and under the water. You'll help the Equipment Officer to keep the club assets in service.

Roster Volunteers

These wonderful people help out by opening the Clubhouse to allow members to rent equipment. You'll get trained in how to hire gear in and out of the clubrooms and to deposit payments for the equipment hire.

Information Officer

Got the skills to manage the club webpage or assist with the management of the clubs social media pages, membership databases, etc... Help out our wonderful secretary by volunteering your expertise to improve the digital presence and management of data.