



# Bermagui Pickleball

## Roles and Responsibilities

### President

The President will:

- serve as the leader and primary representative of Bermagui Pickleball Incorporated (BPI)
- be responsible for overseeing all aspects of BPI's operations, fostering a positive and inclusive club culture, ensuring BPI's goals and objectives are met.

The President holds a position of:

- leadership and trust
- accountable to all members
- acts in the best interest of BPI at all times.

### Responsibilities

- Undertakes the role in good faith and honesty.
- Acts in the best interest of the club and its members at all times.
- Encourages and promotes sportsmanship within BPI.
- Inspire and motivate others to actively participate and contribute to BPI's success.
- Be well informed of all club activities.
- Liaise with Pickleball NSW (PANSW) ensuring compliance obligations are met.
- Ensure committee members fulfil their responsibilities to BPI.
- Manage and co-ordinate applications and systems used by BPI:
  - OpenSports (Session Management)
  - Revolution Sports (Membership Management Database)
  - BPI Email correspondence
  - Social Media Platforms such as Facebook and Instagram.

### Governance

- Have a good working knowledge of the constitution.
- Have an understanding of other roles within BPI.
- Ensure OpenSports (Session Management) and Revolution Sports (Membership Management) systems are managed efficiently.
- Ensure that the committee receives regular and accurate financial reporting.
- Ensure complaints and disputes are immediately responded to.

### Meetings & Communication

- Ensure that all meetings are conducted as per BPI's Constitution.
- Liaise with all Committee members as required.



# Bermagui Pickleball

## Roles and Responsibilities

### Vice President

The Vice President will:

- work closely with and support BPI's President in their duties
- undertake the duties and responsibilities of the President if the President becomes unavailable for any reason
- foster a positive and inclusive club culture, ensuring BPI's goals and objectives are met.

The Vice President holds a position of:

- leadership and trust
- accountable to all members
- acts in the best interest of BPI at all times.

### Responsibilities

- Undertakes the role in good faith and honesty.
- Acts in the best interest of the club and its members at all times.
- Encourages and promotes sportsmanship within BPI.
- Inspire and motivate others to actively participate and contribute to BPI's success.
- Be well informed of all club activities.
- Assist President with the management of BPI applications and systems including email correspondence.
- Manage OpenSports Stripe system.
- Co-ordinate the social media platforms.
- Ensure committee members fulfil their responsibilities to BPI.

### Governance

- Have a good working knowledge of the constitution.
- Have an understanding of other roles within BPI.
- Ensure OpenSports (Session Management) and Revolution Sports (Membership Management) systems are managed efficiently.
- Ensure that the committee receives regular and accurate financial reporting.
- Ensure complaints and disputes are immediately responded to.

### Meetings & Communication

- Ensure that all meetings are conducted as per BPI's Constitution.
- Liaise with all Committee members as required.
- Attend Committee Meetings as required



# Bermagui Pickleball

## Roles and Responsibilities

### Secretary

The Secretary will:

- work closely with and support BPI's Committee Members
- foster a positive and inclusive club culture, ensuring BPI's goals and objectives are met.
- ensure the Committee and members adheres to the BPI Constitution.

The Secretary holds a position of:

- leadership and trust
- accountable to all members
- acts in the best interest of BPI at all times.

### Responsibilities

- Undertakes the role in good faith and honesty.
- Acts in the best interest of the club and its members at all times.
- Encourages and promotes sportsmanship within BPI.
- Inspire and motivate others to actively participate and contribute to BPI's success.
- Be well informed of all club activities.
- Manages, collects, reviews and disseminates BPI's information to the Committee and its members including email correspondence.
- In conjunction with the President and Vice Present, schedule all Committee meetings and general meetings (including the Annual General Meeting) as early as possible.
- Prepare and circulate, correspondence and supporting reports to be considered by the Committee including email correspondence.
- Prepare and circulate the Notice convening General Meetings and the Annual General Meeting ensuring all members are invited.
- Prepare and circulate email notifications and correspondence.
- Ensure Minutes are a true and correct reflection of each meeting.
- Provide backup for Vice President to maintain and co-ordinate BPI applications and systems.

### Governance

- Have a good working knowledge of the constitution.
- Have an understanding of other roles within BPI.
- Ensure BPI Committee and members receive regular and accurate correspondence.
- Ensure complaints and disputes are immediately responded to.

### Meetings & Communication

- Ensure that all meetings are conducted as per BPI's Constitution.
- Liaise with all Committee members as required.
- Review Minutes to be true and correct and disseminate as necessary.
- Attend Committee Meetings as required.



# Bermagui Pickleball

## Roles and Responsibilities

### Treasurer

The Treasurer will:

- manage the financial affairs of BPI
- foster a positive and inclusive club culture, ensuring BPI's goals and objectives are met
- be responsible for protection of BPI's financial transactions, ensuring the collection of all revenues and payments meet all financial obligations
- ensure that all financial transactions are recorded in BPI's accounts
- produce BPI's financial reports for presentation to the Committee, and members at meetings and the Annual General Meeting, as required
- comply with all financial reporting obligations contained in BPI rules and the Incorporated Associations legislation.

The Treasurer holds a position of:

- leadership and trust
- accountable to all members
- acts in the best interest of BPI at all times.

### Responsibilities

- Undertakes the role in good faith and honesty.
- Be well informed of all club activities.
- Inspire and motivate others to actively participate and contribute to BPI's success.
- Control BPI bank account(s), ensuring only those authorised are bank account signatories.
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made).
- Ensure as much revenue as possible is collected using online payments.
- Ensure all approved expenditure is paid as when it falls due.
- Ensure all moneys due to the Club are collected.

### Governance

- Have a good working knowledge of the constitution.
- Have an understanding of other roles within BPI.
- Keep concise financial records in BPI accounting system.
- Where an audit or review is required, ensure it is completed in timely manner.
- Produce the Financial Report to members to be presented at General Meeting and the Annual General Meeting.
- Undertake all legislatively required reporting and submissions.

### Meetings & Communication

- Ensure that all meetings are conducted as per BPI's Constitution.
- Liaise with all Committee members as required.
- Review Financial reports to be true and correct and disseminate as necessary.
- Attend Committee Meetings as required.



# Bermagui Pickleball

## Roles and Responsibilities

### **Ordinary Committee Members**

The Ordinary Committee Members will:

- be willing to help and support BPI
- foster a positive and inclusive club culture, ensuring BPI's goals and objectives are met
- support the Committee Members in their roles and responsibilities
- be overseen by the Committee Member assigned and they will assist if needed.

The roles of ordinary committee members are dependent upon the specific members skills and prioritised needs of the club such as:

- Administrative duties
- Session Management
- Publicity, Social Media Platforms
- Membership Management
- Information Technology
- Financial duties

Ordinary committee members will:

- Work very closely with the Committee Members to ensure that BPI's values and goals are always being portrayed accurately.
- Attend and contribute to, regularly scheduled committee meetings.