



## **Roles of Officers**

### **The Chairman shall:**

- Chair all meetings of the General and Committee.
- Execute the business and operations of the Club.
- Report at each meeting of the Club and shall truly answer such questions as any Member may ask concerning the affairs of the Club.
- Delegate authority to any and all officers, coaches and managers as is appropriate to their offices and as hereinafter set out.
- Enforce the Constitution throughout the Club.
- Administer all discipline within the Club, after discussion at the General Committee.

### **The Secretary shall:**

- Record, produce, and distribute the minutes of meetings, directives, orders, letters and all such documents as pertain to the business affairs of the Club.
- Maintain a database of club members and their details.
- Correspond with all associations, clubs, leagues, departments of government, and all other corporations, organizations, and persons having business with the Club.
- Maintain the documents, files and archives of the Club.
- Create and maintain communications within the Club.
- Make the physical arrangements necessary for meetings of the General Committee and for meetings of the Membership.
- Perform such other tasks and duties as the General Committee and the Chairman shall choose to give.

### **The Treasurer shall:**

- Receive and pay money on behalf of the Club.
- Maintain accounting records.
- Produce reports as required by Meetings of the Membership, the Committee, and the Chairman
- Arrange and produce fully audited accounts for review at the AGM or for any other purpose as requested by the General Committee or the Chairman.
- Purchase goods and services as shall be required by the Club.