



FDPM ROLE DESCRIPTIONS

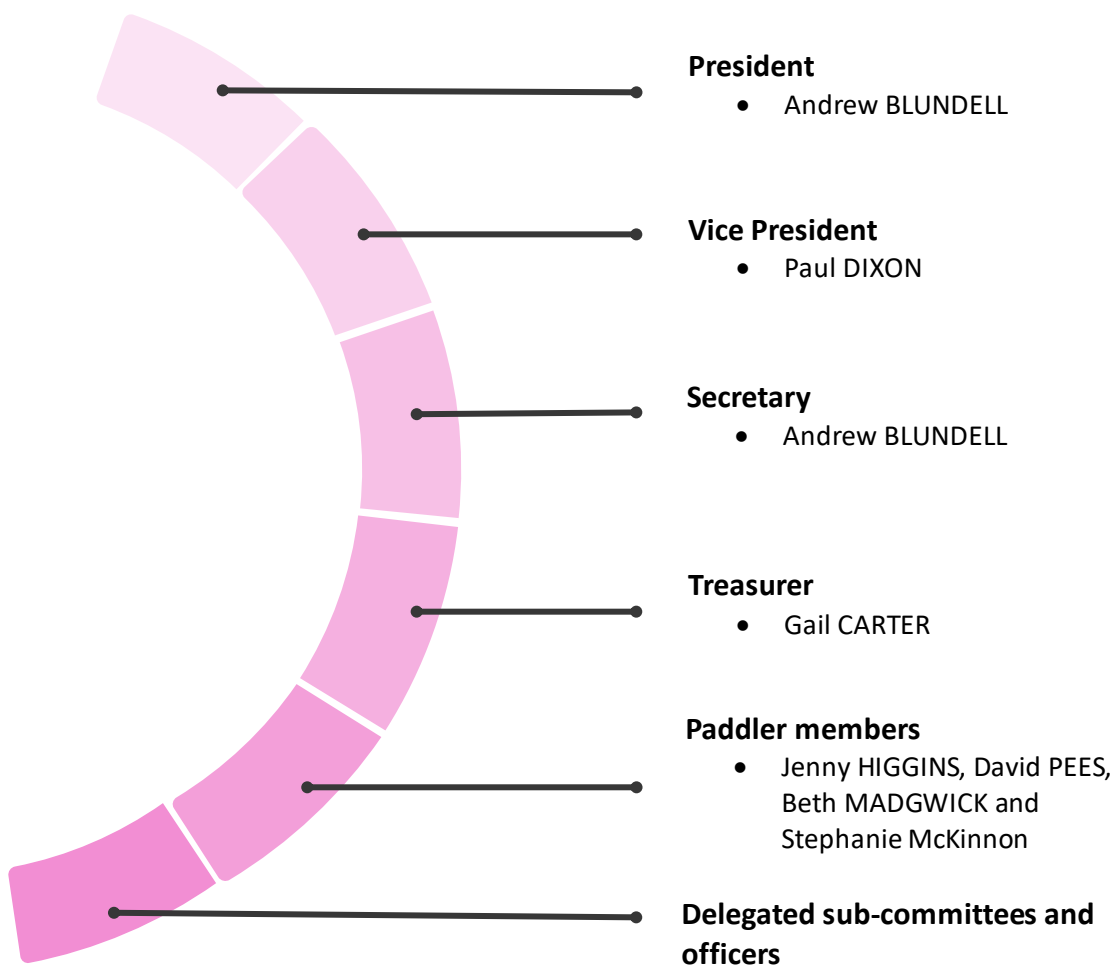
Flamin' Dragons Port Macquarie Inc. Ways of working!

Approved by: FDPM Board
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Summary

The newly elected Board of Flamin' Dragons Port Macquarie Inc. allocates roles to board members after each AGM. At this time sub-committees and delegated officers are also appointed.

The 2022 – 2023 FDPM Board:





FDPM ROLE DESCRIPTIONS

1 President

The President is the principal leader of Flamin' Dragons Port Macquarie Inc. Dragon Boat Club and has overall responsibility for the club's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings and be the titular head of the club.

2 Vice President

The Vice-President is the principal deputy leader of Flamin' Dragons Port Macquarie Inc. Dragon Boat Club and has the deputised roll to act as the President, and therefore have overall responsibility for the club's administration, when the President is in-absentia.

The Vice-President supports the President in setting the overall annual committee agenda (consistent with the views of members), participates in helping the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the Vice-President is to deputise for the President and undertake that role as required.

3 Secretary and Assistant Secretary (where appointed)

The Secretary / Assistant Secretary is the chief administration officer of Flamin' Dragons Port Macquarie Inc. Dragon Boat Club. This person provides the coordinating link between members, the management committee and outside agencies. The Assistant Secretary is principally responsible for supporting the secretary in-absentia and minute keeping as required.

4 Treasurer

The Treasurer is the chief financial management officer for Flamin' Dragons Port Macquarie Inc. Dragon Boat Club. Under the rules of Association, this officer is a co-signatory to all financial accounts, and will maintain fiscal reporting to the membership via the Board. A co-signatory on financial accounts will be selected from and by the Board.

5 Club Captain

The Club Captain has an extremely important role ensuring the successful management of the team and welfare of the athletes in their care. Regardless of the paddlers or team they are supporting – Club, State or Nationals, the responsibilities and duties are similar. The Club Captain's duties, however, become more extensive when managing teams interstate.

6 Media/Social Media Officer

- This role is responsible for facilitation and operations of FDPM publicity and Club marketing plan. This role will liaise with, not being prescriptive, the Recruitment/New Member sub-committee.



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7 Club Registrar

The role of the Club Registrar is to supervise and be responsible for the proper registration of all members within the club. This involves all elements of the registration process, including the conduct of member joining procedures and the proper recording of individual details. One of the main duties of the Registrar is to maintain FDPM presence in DBNSW's Revolutionise software system.

8 Head Coach/Coaches

The Coaches lead the training of the club and are appropriately accredited.

9 Club Sweep Co-ordinator

The Club's sweep coordinator ensures there are sweeps rostered on for club training sessions, regattas, advises coaches and the Board of potential sweeps, undertakes or delegates their training and ensures the club sweeps are trained and ready for accreditation against State criteria

10 Welfare Officer

Ultimately a caring role, the welfare officer coordinates any pastoral care, messaging and care to members and families on behalf of the club.

11 Sub-Committee Chair & Sub-Committees

The Sub-committees are integral to the management of the club by way of delegated tasks and member directed club advancement.

12 Uniform and Merchandising Officer

This coordinator acts on an as needs basis ensuring members are suitably attired for competition.

13 Member Protection Information Officer

The Club MPIOs are the 'go-to persons' in regard to member questions, concerns and complaints. They do not respond or investigate to concerns, but provide members with the options under the rules and regulations of the club (or wider) to ensure any issues can be resolved. MPIOs must have undertaken appropriate official training, and be currently accredited.

14 Pinks Liaison Officer

The Pinks Liaison Officer acts as a conduit between the Club and its Pink members.