



# Kiwi West Aquatics Inc.

## Club Officer Reporting

Policy #10

### Rationale

Kiwi West Aquatics is a not-for-profit organisation that relies on Club registration fees and some fundraising activities as its sole means of income. Being responsible to its members, it is critical that the affairs and business of the Club are fully transparent and open to members' scrutiny at any time. Therefore, regular financial and general reporting by elected Club Officers is required so that all financial members can see what is happening in the Club.

### Purpose

This policy is intended to detail the minimum reporting requirements for elected Club Officers. The Committee will meet at least on a monthly basis to discuss the business of the Club and consider the reports presented by the elected officers.

### Guidelines

#### 1. President

The President is responsible for the overall administration of the Club and will act as the spokesperson on behalf of the Club. The President will provide a verbal/written report to each monthly Committee meeting detailing:

- any meetings that have been held and decisions that have been made,
- any planned Committee activities,
- any matters that need to be actioned with the Manawatu Swimming Centre,

#### 2. Treasurer

The Treasurer is responsible for managing all income and expenditure that moves through the Club's bank accounts. The Treasurer will prepare a written monthly report for the Committee that details:

- the income and expenditure for the Club on a monthly and year to date basis, which is categorised into various classes of expenditure/income as agreed by the Committee from time to time,
- an explanation of any 'large' amounts of expenditure/income,

- the cheques issued by month showing the amount of each cheque, who the payee is and the reason for the expenditure,
- the number of invoices issued by the Club which are outstanding, and
- details of the Club's financial balance in its bank account.

### **3. Race Secretary**

The Race Secretary is responsible for maintaining the roster of financial and registered swimmers and officials, and organising for all meet entries to be accurately recorded and sent off to the appropriate hosting Club in time to meet the event closing time. The Race Secretary will prepare a written monthly report for the Committee that details:

- the carnivals that have been entered for the month,
- the number of entries per carnival,
- any new members that have registered with the Club, and
- any members that have resigned or transferred from the Club.

### **4. Club Secretary**

The Secretary is responsible for minute taking at Committee meetings and managing the correspondence on behalf of the Club. The Club Secretary will provide details of:

- the minutes of meetings of the Committee, which are to be forwarded to all committee officers within one week after the meeting,
- correspondence that has been received for the Club,
- correspondence that has been sent on the Club's behalf

### **5. Other Elected Officers**

Specific responsibilities have been assigned to other Committee members. These are:

- Timekeeper trainer – responsible for nurturing and coaching new parents/care-givers to the Club to become involved as a timekeeper, ensuring that they have the required amount of Club night experience in the role and then forwarding their application to become a qualified timekeeper to the Manawatu Swimming Centre. If new members to the Club are not encourage to become qualified as officials, the Club will not be able to run official Club nights where Manawatu or national records are recognised, or times achieved are eligible as qualifying times for national meets.
- Inspector of Turns (IOT) trainer – responsible for training IOT's poolside at Club nights, ensuring that they have exposure at Centre meets in a training capacity and then forwarding their application to become a qualified IOT to the Manawatu Swimming Centre. As with timekeepers, it is important that the Club ensure there is enough qualified IOT's within the Club to be able to run official Club nights.
- Officials Officer – responsible for contacting and arranging officials (timekeepers, IOT's, referees, starter and marshal) for Club night duties,

and carnivals where Kiwi West is required to provide a contingent of officials.

- Grants Application Officer – responsible for researching what grants are available from various charities and trusts, developing a timetable of such and making applications on behalf of the Club at the direction of the Committee for financial assistance.

Each of the above will be required to update the Committee on activities that they are responsible for.

## Conclusion

The Committee is committed to operating the business activities of the Club in a transparent way, and all elected officers have a function to perform to assist in the smooth functioning of the Club.

Last Updated	12 June 2019
Date policy approved	
Date policy reviewed	
Next policy review date	