



Role of the Committee

The Horsham Calisthenics College is governed by the *Association Incorporation Reform Act 2012*. (Refer to Horsham Calisthenics College Inc. Rules of Association).

In accordance with the Horsham Calisthenics College, Incorporation Rules of Association, a number of functions and powers of the Committee are delegated to the Principal Coach of the association. (Refer to the Horsham Calisthenics College Instrument of Delegation).

The Principal Coach is a permanent member of the Committee of the association and shall not be subject to re-election at the Annual General Meeting (s35 (2))¹.

The Horsham Calisthenics College Committee consists of:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer and Club Administration
- e) Principal Coach (not subject to re-election) & Child Safe Officer
- f) General Committee Members x 3

The Committee's responsibilities include:

1. Provide strategic direction for the club by planning for the future.
2. Undertake succession planning for our committee and other key club personnel.
3. Proactively manage our relationship with key stakeholders, such as but not limited too; Calisthenics Victoria Inc., Masonic Lodge Horsham, Horsham Rural City Council.
4. Balance and develop the skills within our committee.
5. Promote and develop the highest standard of Calisthenics possible.
6. Submit annual reports, financial statements and recommend changes in by-laws and rules to a higher governing body for approval (e.g. Consumer Affairs Victoria).
7. Conduct the business of the club through sub-committees and appointed officers as required on such terms and conditions as it believes appropriate.

¹ Horsham Calisthenics College Rules of Association, s35 (2).



8. Seek and manage appropriate sponsorship and grants for the club.
9. Set budgets and be diligent and accountable for the funds of the club by ensuring there are appropriate internal controls in place.
10. Manage the clubs annual competition, appointing a sub-committee to ensure the effective management of the event.
11. **Ensure the Club is compliant with the Child Safe Standards.**

The Principal Coach will be primarily responsible for the operational management of the club. The Principal Coach responsibilities include:

1. Manage all Coaches, Assistant Coaches, Cadets, Welcoming Officers/Team Managers and other operational volunteers that are not elected members of the committee.
2. Ensure all staff both paid and volunteer, have the necessary qualifications and experience required to be a registered coach, assistant coach and cadet in accordance with Calisthenics Victoria Inc. rules.
3. Appoint and remove staff, including both paid and volunteer staff.
4. Timetabling of classes.
5. Manage the soloist list and delegate students to coaches.
6. Purchase items as required (in accordance with the Instrument of Delegation).
7. Support and manage the performance of the coaching team, including providing adequate resources for the coaches to efficiently carry out all necessary duties.
8. Ensure the fair and efficient conduct of team placements.
9. Create an environment which gives all members the opportunity to develop to the best of their ability.
10. Be active in the development of students, coaches, assistant coaches and cadets by setting and maintaining quality standards.
11. Understand the issues, priorities and needs of our parents, students, volunteers and administrators.
12. Be the first point of contact for the club for new enrolments.
13. Manage all correspondence with students and families on behalf of the club, such as the club newsletter, Facebook page/s and club website.
14. Ensure the minutes and agenda are distributed to all families via email.
15. Manage all grievances in accordance with the clubs Grievance Policy.
16. Be a member on the Horsham Calisthenics College Annual Competition Sub-Committee, to ensure the effective management of the event.



17. Be the Child Safe Officer of the Club and demonstrate a commitment to the Child Safe Standards.

Non-Committee Positions:

The Committee will appoint members to non-committee positions on an annual basis, being nominated at the Annual General Meeting.

The Non-committee positions are as follows:

- a) Grants Officer
- b) Fundraising Officer/s
- c) Publicity Officer
- d) Competition sub-Committee Members (Only the Principal Coach is required to be a member of the Committee). Competition sub-committee consists of Competition Secretary, Competition Assistant Secretary, Competition Sponsorship and Competition Catering.

The non-committee positions are not required to attend committee meetings, attendance is optional. The members filling such positions are required to submit monthly progress reports to the Principal Coach, prior to the committee meeting if they are unable to attend a meeting.

The Welcoming Officer/Team Manager is a non-committee position and will be appointed annually by the Principal Coach, in consultation with the Section Coach.

Conduct of a Committee Member:

A Committee should operate as a team, draw on the skills and talents of each member, and work toward common goals to ensure club success.

Effective Committee members should have:

- a) a commitment to the club
- b) sufficient time to devote to the Committee
- c) an understanding of the role of the Committee and their role within it
- d) leadership skills and willingness to accept responsibility
- e) listening skills
- f) the ability to use the technology the club has implemented to communicate to its members.



- g) Be Committed to uphold and ensuring compliance with Child Safe Standards.

Related Documents:

- a) Horsham Calisthenics College Rules of Association
b) HCC2 Instrument of Delegation

Document Approved By:	Name	Signature	Date
President	Tammy Smith		
Principal Coach	Kylie Hermans		