

COMMITTEE STRUCTURE AND RESPONSIBILITIES.



Structure

Your club's Executive Committee is a group of people who are elected to govern the club on behalf of everybody else. If you are a new club, the inaugural executive nominate themselves. The positions are then up for election at your first AGM.

Mandatory positions



PRESIDENT
THE AMBASSADOR
AND CHAIR OF THE
MEETINGS



SECRETARY
THE ADMINISTRATOR



TREASURER
THE FINANCIAL
OVERSEER

You can also elect other Executive Committee positions, for example:

Vice-President: The assistant leader

Events Coordinator: Event manager

Marketing Manager: Manager of social media and marketing initiatives

While you can add additional Executive roles to your constitution, it doesn't mean you have to. For small clubs, a committee of 3 or 4 people is usually fine.

Apart from the committee, a club should also involve other volunteers. A volunteer doesn't have to be a member of the Executive Committee to help out the club. For example, a Representative can be someone that wants to help for a particular event or project. Their position does not have to be added to the constitution and they do not need to be elected for them to be in a position to help out.

In big clubs, 7 people should be the maximum number on a committee, otherwise decision-making can become difficult.

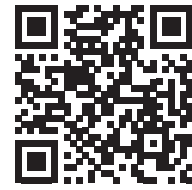
The Executive Committee is charged with the oversight of the club. But the Executive Committee members themselves shouldn't be solely responsible for the club's operations. The most successful clubs are those that know how to engage their members as helpers – extra volunteers who can share the workload for things like organising and running great events.

If your Executive Committee is managing all of the club's day-to-day activities, they will not have time to plan for the future or ensure that members receive the best experience of their club.

Responsibilities

It's important to know that the whole Executive Committee is accountable for the club. No one position on the committee is any more important than the others. All executive members have the same power, and it's the Executive Committee as a whole that makes the binding decisions for the club.

Learn More



[Watch the video](#)

THE BASIC RESPONSIBILITIES OF ALL COMMITTEE MEMBERS:

- Read and be familiar with your constitution
- Understand the conditions under which the club is affiliated to Western Sydney University
- Understand your club's purpose - why you exist
- Set the club's strategic, long-term direction
- Attend all committee meetings and meetings of members, including being well prepared and playing an active role in the club's decision making
- Keep a close eye on the club's financial position at all times
- Engage proactively with members

It's about your members

You serve the club, and the club exists for your members. Therefore you should make decisions which fit the purpose of the club and are in the best interests of its members. Take your personal interest out of the equation and act in the interests of all of your members, not individuals.



Make informed decisions

The purpose of Executive Committee meetings is to make decisions, not just to have discussions. Making well-informed decisions efficiently allows you to move quickly from 'decision' to 'action', leading to great outcomes for your members.

Not making a decision is a decision in itself. Deciding to delay an important decision can have unintended consequences, like delaying the benefits that the club could enjoy by making the right decision in a timely manner.



Plan strategically

Consider the future direction of your club and make a strategic plan for the year to determine the actions that can lead to achieving your desired outcomes. Allocate timeframes and determine required budgets to help plan and prioritise the club's future projects. Once you have graduated, your club's plan will help the new Executive Committee continue your legacy and keep the club running into the future.

