

# EXECUTIVE COMMITTEE GENERAL COMMITTEE ROLES AND RESPONSIBILITIES



## Club Name:

All executive committee members must sign this form. By signing this form, you agree to abide by the Clubs Constitution and all relevant Clubs policy and procedures. These documents can be found in the VU Clubs Dropbox  
<http://bit.ly/vuclubsforms>

## EXECUTIVE COMMITTEE

### PRESIDENT

- Provide leadership for, and oversee the running of, representing your Club to other groups and external organisations.
- Maintain regular communication with the VU Clubs Officer in regards to Club activities.
- Consult with the VU Clubs Officer and seek advice on any issues where necessary.
- Chair general and executive meetings, as chief spokesperson for the Club.

I, \_\_\_\_\_, agree to take on the responsibilities  
of **Club Vice-President** and perform to the best of my ability.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### VICE-PRESIDENT

- Assist the President and oversee the running of your Club, as well as in representing the organisation to other groups and external organisations.
- Support other committee members to achieve their goals and perform their roles to the best of their ability.
- Engage with members to ensure the Club is benefiting members, encouraging feedback that can be passed on to the President.

I, \_\_\_\_\_, agree to take on the responsibilities  
of **Club President** and perform to the best of my ability.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### SECRETARY

- Concentrate on the administration of the Club, arranging general and executive meetings and taking meeting minutes.
- Work closely with the President and deal with all correspondence that the Club receives, such as email and Facebook messages.
- Manage Club correspondence and efficiently organise and maintain the Club's documentation, such as the list of members.

I, \_\_\_\_\_, agree to take on the responsibilities  
of **Secretary** and perform to the best of my ability.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## TREASURER

- Monitor finances of your Club, delivering updates to the committee and the VU Clubs Officer.
- To be responsible for setting up the Club CBA bank account, and monitor expenditure through account statements.
- Record incoming funds from Student Life affiliation funding, grants, membership income and other donations.
- Prepare an annual budget for the Club, and present a financial report at the Annual General Meeting.

I, \_\_\_\_\_, agree to take on the responsibilities  
of **Club Treasurer** and perform to the best of my ability.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Update your committee members details on the Clubs Committee Members Form (Executive and General) Follow Link:  
<https://goo.gl/Gk2nSm>

Please note: It is the responsibility of the Club to ensure the contact details of the executive committee are kept up to date and that any changes to the executive committee stated above is communicated to the VU Clubs Officer within seven business days via completion of the Change of Executive Committee Members form.

## GENERAL COMMITTEE MEMBERS

The Club may choose to have additional members such as an Events Officer and Marketing Officer, however this is at the discretion of the Club.

### POSITION:

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I, \_\_\_\_\_, agree to take on the responsibilities of this position and perform to the best of my ability.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### POSITION:

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I, \_\_\_\_\_, agree to take on the responsibilities of this position and perform to the best of my ability.

Signed \_\_\_\_\_

Date \_\_\_\_\_

### POSITION:

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I, \_\_\_\_\_, agree to take on the responsibilities of this position and perform to the best of my ability.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**POSITION:**

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I, \_\_\_\_\_, agree to take on the responsibilities  
of this position and perform to the best of my ability.

Signed \_\_\_\_\_

Date \_\_\_\_\_

