

UNLEY HIGH SCHOOL ROWING CLUB ANNUAL GENERAL MEETING

Sunday 10 September 2017

12.30 pm

**Location: Unley High School Boathouse, Torrens Lake, Adelaide
(Held in conjunction with the Matthew Draper Cup 10.30 am)**

Dear members of the Unley High School Rowing Club,

We will be holding our Annual General Meeting on Sunday September 10 at 12.30pm, immediately after the Matthew Draper cup. This is an important event in the club's calendar and I encourage you to support your club by attending the AGM. Apart from a few formalities and the tabling of reports, the most important objective of the AGM is to form a committee to help guide the club through the coming season (see page 2 for Roles and Responsibilities of committee members).

The future of this club is in your hands. Please attend the AGM and PLEASE consider nominating for the committee. All committee positions will be declared vacant in the meeting and nominations for committee membership will be considered. If you are unable to attend but are interested in being on the committee, you can nominate yourself in an email to the Secretary prior to the meeting by Saturday 23 October. Nominations will be taken from the floor at the AGM after committee positions are declared vacant.

To survive and prosper the club needs a strong, capable and enthusiastic committee to guide it.

Prior to the AGM the Matthew Draper Cup will be held starting at 10.30am. It is a fun event in which multiple races are held between crews made up of rowers from all year levels. A trophy is awarded to the rower who wins all of their races.

This event is named after Matthew Draper – a coach at Unley High School from 1979 until 1987 – who regularly employed intra-club racing as one of his coaching practices. He has since coached multiple Australian representative crews and is now coaching in Switzerland.

Regards

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UNLEY HIGH SCHOOL ROWING CLUB
ROLES AND RESPONSIBILITIES

President

- Leads the Club in supporting the School to provide a comprehensive sporting opportunity based on rowing
- Supports the Rowing Manager in development of the Club culture in ensuring all aspects of the Club are functional
- Consults with the Head Coach and Rowing Operations Manager, assists with coaching team recruitment and ensures adequate support for coaches
- Chairs Committee meetings
- Ensures committee roles and functions are filled and carried out
- Negotiates club directions with the Head Coach, Rowing Operations Manager and Committee
- Mediates
- Actively promotes the positive image of the club
- Manages grievances and conflict in accordance with club guidelines
- Constructs annual report and writes President's component

Treasurer

- Monitors financial information
- Interprets and reports to committee on financial data
- Organises a cash float for fundraising activities
- Prepares an annual report for distribution at the Annual General Meeting
- Consults with the Business Manager and the Rowing Operations Manager on budget strategy
- Actively promotes the positive image of the club

Secretary

- Drafts and distributes agendas and provides notice of meetings
- Maintains a register of committee members
- Takes minutes of meeting
- Ensures distribution of minutes
- Follows up on agreed actions from committee meetings
- Maintains committee records
- Maintains a whole of club email list and manages whole of club communications
- Actively promotes positive image of the club