

## **PRESIDENT**

1. Take office at AGM.
2. Have complete knowledge of, and enact the constitutional rules and by-laws of the Keppel Bay Sportfishing Club Inc.
3. Attend all club meetings (where possible).
4. Chair the meetings (club/executive).
5. Set aims, goals and direction for the club.
6. Coordinate activities for all the executive members.
7. Ensure details of incorporation of the club are met.
8. Be spokesperson for the club.
9. Represent the club in community matters.
10. Arrange guest speakers for club nights.
11. Ensure club timetable is met.
12. Work in conjunction with other executive team members.
13. Ensure members have fair access to any of the club details and executive members.
14. Maintain the club website.

## **ROLE OF VICE-PRESIDENT**

1. Take office at AGM.
2. Have complete knowledge of, and enact the constitutional rules and by-laws of the Keppel Bay Sportfishing Club Inc.
3. Attend all club meetings (where possible).
4. Assist the President in all his/her duties.
5. Take over the duties of the President in his/her absence.
6. Make sure apologies at meetings are recorded.
7. Be aware of, and enforce, constitutional rules and club by-laws.
8. Represent the club at community level.
9. Independently chair sub-committees and table reports on their behalf.
10. Work in conjunction with other executive team members.
11. Make commitment to be the next President of the Keppel Bay Sportfishing Club Inc.

## **ROLE OF TREASURER**

1. Take office at the AGM.
2. Have complete knowledge of, and enact the constitutional rules and by-laws of the Keppel Bay Sportfishing Club Inc.
3. Attend all club meetings (where possible).
4. Receive the financial statement and ledger books from the previous fiscal year
5. Arrange with auditors their preferred method of ledgering.
6. Ensure that the signatures of President, Treasurer and Secretary are presented to the Commonwealth Bank of Yeppoon.
7. Receive membership dues and other incoming payments.
8. Make payments on behalf of club following an approved motion at a constituted meeting.
9. Ensure that the Keppel Bay Sportfishing Club is a fully financial member of A.N.S.A. (Qld) by

the constituted statewide meeting in August.

10. Present financial statements at each club/executive meeting, which are balanced and reflect current ledgering.
11. Prepare books for auditing at the end of the financial year.
12. Have books audited and receive auditor's statement.
13. Present auditor's report at AGM.

## **ROLE OF SECRETARY**

1. Take office at AGM.
2. Have complete knowledge of, and enact the constitutional rules and by-laws of the Keppel Bay Sportfishing Club Inc.
3. Attend all club meetings (where possible).
4. Keep regular and accurate minutes of all club meetings.
5. Keep regular and accurate records of all tabled reports from project officers and sub-committees.
6. Receive incoming mail and correspondence on behalf of the club and present to meetings.
7. Respond to issues that have received formal motions at a constituted club meeting, on behalf of the club.
8. Keep full and accurate records of all incoming and out going correspondence.
9. Ensure details of the club's incorporation are met.
10. Keep up-to-date and accurate records of club membership including:
  - a: names, addresses, date of birth
  - b: fishing category/status
  - c: financial status to club
  - d: financial status to A.N.S.A. (Qld)
11. Forward renewal notices of club membership at end-of-year.
12. Ensure club records are retained in a legible and secure way.
13. Forward to the state / national recorders completed:
  - a: national record claims
  - b: masters claims
  - c: punchbowl trophy entries
  - d: Eric Moller award claims

## **ROLE OF CLUB CAPTAIN**

1. Take office at AGM.
2. Have complete knowledge of, and enact the constitutional rules and by-laws of the Keppel Bay Sportfishing Club Inc.
3. Attend all club meetings (where possible).
4. Call fishers to arms at club meetings.
5. Set fishing times and boundaries on club outings.
6. Nominate weigh-in points pick-up points / drop-off points.
7. Ensure all club members are aware of fishing rules and abide by them.
8. Ensure that all club members return to fishing venue after outings.
9. Welcome all visitors to club meetings and fishing outings, and present new members to the President.

10. Ensure the integrity of the club outing and weigh-in.
11. Ensure that only eligible and legal fish are presented to the weigh-in master.

## **ROLE OF CLUB RECORDER**

1. Take office at the AGM.
2. Be aware of and enforce club constitutional rules and by-laws.
3. Be knowledgeable of the A.N.S.A. "eligible species list" and the legal size limits pertaining to A.N.S.A. (Qld).
4. Keep exact records of mass, size, location, lure or bait caught, line class, category and date of all fish weighed by the weigh master, or as the club rules decide.
5. Keep accurate records of all fish presented and nominated within various categories:  
A: top ten A.N.S.A. (Qld)  
B: masters (various categories)  
C: fish of the year.
6. Present score report to club meetings and to the newsletter.
7. Be knowledgeable of club presentation list.
8. Present final end of year report for the club presentation night.
9. Notify members and Secretary when a "masters" (i.e. ten x 100 pt fish) has been attained.  
Ensure accuracy of data on club website.

## **ROLE OF COMMITTEE MEMBER**

1. Take office at AGM.
2. Have complete knowledge of, and enact the constitutional rules and by-laws of the Keppel Bay Sportfishing Club Inc.
3. Attend all club meetings (where possible).
4. Take part in sub-committee projects and works.
5. Provide input into the forward direction of the club.
6. Assist ordinary club members in their club activities.
7. Assist the executive to meet timetables and deadlines.

## **ROLE OF CLUB WEIGH MASTER**

1. Take office at the AGM.
2. Be present at all weigh-ins.
3. Be aware of and enforce, club constitutional rules and club by-laws.
4. Be knowledgeable of the A.N.S.A. (Qld) "eligible species list" and legal size limits pertaining to A.N.S.A (Qld).
5. Be able to recognise and identify or quickly reference the relevant literature to be able to identify all fish species on the A.N.S.A (Qld) "eligible species list" or those fish nominated under club specific rules.
6. Measure and weigh fish presented at club weigh-ins.
7. Reject any fish deemed not in a fit and proper condition by the relevant "dispute committee".

8. Weigh-in fish for club members towards their masters, top ten and national/state records.
9. Authenticate national/state record claims.
10. Assist club recorder in recording the fish details.

## **ROLE OF A.N.S.A. DELEGATE**

1. Take office at AGM.
2. Have complete knowledge of, and enact the constitutional rules and by-laws of the Keppel Bay Sportfishing Club Inc.
3. Attend all club meetings (where possible).
4. Be knowledgeable of the A.N.S.A. (Qld) constitutional rules and by-laws.
5. Be familiar with or capable of obtaining, the knowledge of voting rights and procedures of the A.N.S.A. (Qld) prior to state council meeting.
1. Ensure that the Keppel Bay Sportfishing Club Inc. is a financial member of A.N.S.A. (Qld) prior to the start of the state council meeting.
2. Show ability to interpret points of debate at state level.
3. Have ability to speak to the points of view expressed by the Keppel Bay Sportfishing Club Inc. on matters to be raised at the state meeting.
4. Report to the Keppel Bay Sportfishing Club Inc. the results of the motions decided at the state council meeting.
5. Represent the Keppel Bay Sportfishing Club Inc. at A.N.S.A. (Qld) state functions as required.

## **ROLE OF TAGGING OFFICER**

1. Take office at AGM.
2. Have complete knowledge of, and enact the constitutional rules and by-laws of the Keppel Bay Sportfishing Club Inc.
3. Attend all club meetings (where possible).
4. Make contact and liaise with state tagging coordinator.
5. Obtain current list of eligible tagging species list and familiarize with that list.
6. Be aware of and able to implement at club level the requirement of the states quality assurance system (QAS) for state fishing programs.
7. Obtain all current forms re:
  - a: tagging sheets
  - b: tag recapture sheets
  - c: eligible tagging species sheets
  - d: tagging award detail sheets and distribute to club members.
8. Obtain a supply of tags.
9. Keep club register of taggers.
10. Keep club register of tags issued.
11. Purchase tagging equipment on behalf of the club.
12. Gather tagging / recapture details from club members every month and forward to state tagging coordinator.
13. Distribute tag recapture details to club members.
14. Prepare and present report at each club meeting/executive meeting /or the club newsletter.

## **ROLE OF EVENTS COORDINATOR**

1. Take office at AGM.
2. Have complete knowledge of, and enact the constitutional rules and by-laws of the Keppel Bay Sportfishing Club Inc.
3. Attend all club meetings (where possible).
4. Take part in sub-committee projects and works.
5. Coordinate Presentation Night activities in collaboration with the Secretary and President.
6. Coordinate organization of the Annual State Wide Meeting in collaboration with the executive and ANSA Qld.
7. Keep a register and track the location of all club assets.
8. Assist ordinary club members in their club activities.
9. Assist the executive to meet timetables and deadlines.