

BROUGHT INTO EFFECT ON \_\_\_\_\_ DURING THE 2023 AGM.

SIGNED IN BY: \_\_\_\_\_ (CLUB PRESIDENT)

SECONDED BY: \_\_\_\_\_ (SECRETARY)



**SUB COMMITTEE DELEGATION NOTICE**

MONASH UNIVERSITY ROWING CLUB  
Executive Committee

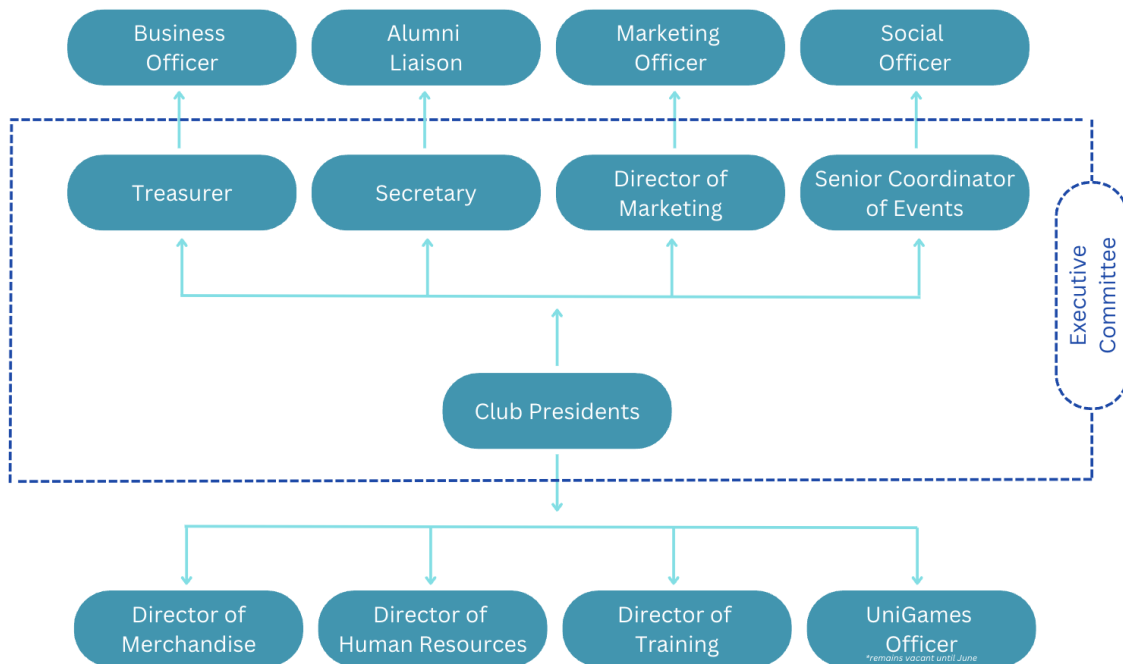
Purpose.

The purpose of the executive subcommittee is to act in the best interest of MURC, serving as an executive decision making body in the decision making process and also to support the Club President's in leading the Committee.

Powers.

The subcommittee has the powers to act within the scope and in line with their stated purpose. The Monash University Rowing Club Committee reserves the right, under s44(3) of the Monash University Rowing Club Constitution, to revoke a delegation wholly or in part.

Structure of the MURC Committee:



The Executive Committee is made up of:

- Co-Presidents
- Treasurer
- Secretary
- Director of Marketing
- Senior Coordinator of Events

### Duties and Responsibilities.

The duties and responsibilities of the executive are as follows:

- Be familiar with the Constitution
- Be collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- Exercise powers and discharge their duties with reasonable care and diligence, doing so:
  - in good faith in the best interest of MURC
  - for a proper purpose.
- Must not make improper use of their position or information acquired by virtue of holding their position to gain an advantage for themselves or any other person or to cause detriment of MURC
- Act as a decision making body in the decision making process which do not require full committee support.
- Support the Club President's in leading the Committee.
- If unsure whether any action/s falls within the designated purpose and/or powers, seek the guidance of the Club President's.



## SUB COMMITTEE DELEGATION NOTICE

MONASH UNIVERSITY ROWING CLUB  
Finance Sub Committee

### Purpose.

The purpose of this subcommittee is to maintain records of MURC's financial statements and manage MURC financial matters, ensuring it is in accordance with the governing Constitution and legal requirements.

### Powers.

The subcommittee has the powers to act within the scope and in line with their stated purpose. The Monash University Rowing Club Committee reserves the right, under s44(3) of the Monash University Rowing Club Constitution, to revoke a delegation wholly or in part.

### Sub-Committee Members Included:

The Business Sub-Committee is made up of:

- Treasurer
- Business Officer
- Co-Presidents

### Duties and Responsibilities.

The duties and responsibilities of the subcommittee are as follows:

- Maintain the Club's financial records in accordance with prescribed accounting requirements;
- Ensure that money is not to be misused and used only for the benefit of the Club;
- Reimburse people for payments; and
- Ensure documents are all organised (Receipts, invoices, cheques, mail, payments and income) and help prepare the Club's financial records for bi-annual audits.
- Advise on the budgetary constraints applicable to each Club initiative and event;
- Prepare a finance report to present to the Executive Committee at regular meetings, including budgets pertaining to all finance expenditure;
- Ensure the requisite contacts and training is passed on to the incoming Treasurer.
- If unsure whether any action/s falls within the designated purpose and/or powers, seek the guidance of the Executive subcommittee



## SUB COMMITTEE DELEGATION NOTICE

MONASH UNIVERSITY ROWING CLUB  
Marketing Sub Committee

### Purpose.

The purpose of the Marketing subcommittee is to create and maintain MURC's social media presence, ensuring it is in accordance with Monash's social media guidelines.

### Powers.

The subcommittee has the powers to act within the scope and in line with their stated purpose. The Monash University Rowing Club Committee reserves the right, under s44(3) of the Monash University Rowing Club Constitution, to revoke a delegation wholly or in part.

### Sub-Committee Members Included:

The Social Media Sub-Committee is made up of:

- Director of Marketing
- Marketing Officer
- Co-Presidents
- Secretary

### Duties and Responsibilities.

The duties and responsibilities of the subcommittee are as follows:

- Plan, implement and co-ordinate all marketing initiatives of the Club;
  - Ensure the Club is effectively branded to its various target markets in both professional and social aspects;
- Work with all members of the Executive Committee and Directors to promote the Club and its events;
- Manage the MURC Facebook Page and Group – coordinate postings and event launches and enquiries - in accordance with Monash University Guidelines
- Oversee the Marketing Officer in their duties;
- Oversee poster and website marketing design;
- Ensure the requisite contacts and training are passed on to the incoming Director of Marketing.
- If unsure whether any action/s falls within the designated purpose and/or powers, seek the guidance of the Executive Sub Committee



## SUB COMMITTEE DELEGATION NOTICE

MONASH UNIVERSITY ROWING CLUB  
Social Events Sub Committee

### Purpose.

The purpose of the Social Events subcommittee is to aid in the organisation of events for MURC and its members.

### Powers.

The subcommittee has the powers to act within the scope and in line with their stated purpose. The Monash University Rowing Club Committee reserves the right, under s44(3) of the Monash University Rowing Club Constitution, to revoke a delegation wholly or in part.

### Sub-Committee Members Included:

The Social Events Sub-Committee is made up of:

- Senior Events Coordinator
- Social Officer
- Co-Presidents
- Secretary

### Duties and Responsibilities.

The duties and responsibilities of the subcommittee are as follows:

- Attend committee meetings, executive meetings and general meetings;
- Work closely with others in the organisation of events;
- Ensure that events organised by the Club properly comply with any rules and regulations applicable to that event, be it legal, Monash University-mandated, or any other rules that may apply;
- Organise the SuperFun Evening and introduce new events; and
- Liaise with venue managers;
- Create roles and rosters for all committee involvement/assistance;
- Create a budget and have it approved by the Finance Team and the Executive Committee; and
- Coordinate with the Marketing team for event promotion.
- Ensure the requisite contacts and training are passed on to the incoming Senior Social Coordinator.
- If unsure whether any action/s falls within the designated purpose and/or powers, seek the guidance of the Executive subcommittee



## SUB COMMITTEE DELEGATION NOTICE

MONASH UNIVERSITY ROWING CLUB  
Merchandise Sub Committee

### Purpose.

Merchandise subcommittee is responsible for the designing, organising, sourcing and ordering of all merchandise for MURC and its members.

### Powers.

The subcommittee has the powers to act within the scope and in line with their stated purpose. This may include, but is not limited to the designing, sourcing and organising the purchase of racing and training attire, promotional items and any other items regarded appropriate under the subcommittee's purpose, as deemed by the committee.

The subcommittee does not have the power to purchase any items, this can only be done by the treasurer, with the express approval of the Executive subcommittee.

The Monash University Rowing Club Committee reserves the right, under s44(3) of the Monash University Rowing Club Constitution, to revoke a delegation wholly or in part.

### Sub-Committee Members Included:

The Merchandise Sub-Committee is made up of:

- Director of Merchandise
- Co-Presidents
- Treasurer

### Duties and Responsibilities.

The duties and responsibilities of the subcommittee are as follows:

- Works closely with members of the Executive Committee and Marketing team to promote MURC Merchandise;
- Ensure that all competition attire and merchandise is approved by the committee
- Ensure that all competition attire and merchandise is in accordance with Monash guidelines
- Liaise with 776BC re competition and training uniforms;
- Liaise with treasurer and Executive subcommittee for access to Monash funds to purchase
- Ensure the committee is aware of all purchases
- Ensure the requisite contacts and training are passed on to the incoming Director of Merchandise.
- If unsure whether any action/s falls within the designated purpose and/or powers, seek the guidance of the Executive subcommittee



## SUB COMMITTEE DELEGATION NOTICE

MONASH UNIVERSITY ROWING CLUB  
Training Sub Committee

### Purpose.

The purpose of this subcommittee is to grow the membership base of MURC, organise training sessions, manage attendance to said sessions and organise the trials process prior to competition.

### Powers.

The subcommittee has the powers to act within the scope and in line with their stated purpose. The Monash University Rowing Club Committee reserves the right, under s44(3) of the Monash University Rowing Club Constitution, to revoke a delegation wholly or in part.

### Sub-Committee Members Included:

The Training Sub-Committee is made up of:

- Training Officer
- Co-Presidents
- UniGames Officer

### Duties and Responsibilities.

The duties and responsibilities of the subcommittee are as follows:

- Work closely with Club Presidents to assist achievement of training sessions;
- Liaise with UniGames Officer re allocating athletes to UniGames crews;
- Organise training schedule within the parameters of boat availability;
- Maintain the Club's training records to ensure a log of crews has been maintained;
- Ensure training sessions are organised, seeing athletes assigned to boats;
- Organise a formal trials process, in whatever form is appropriate and deemed satisfactory by the committee, and communicate this to members;
- Promote recruitment and attendance of members to MURC events
- Promote MURC in a positive light, in accordance to its values, and in line with Monash University policy
- Ensure the requisite contacts and training are passed on to the incoming Director of Training.
- If unsure whether any action/s falls within the designated purpose and/or powers, seek the guidance of the Executive subcommittee



## SUB COMMITTEE DELEGATION NOTICE

MONASH UNIVERSITY ROWING CLUB  
Diversity Sub Committee

### Purpose.

The purpose of this subcommittee is to ensure MURC is an accepting, respectful, equal and safe space for all members and prospective members, maintaining the adherence of these values by all MURC members at all levels.

### Powers.

The subcommittee has the powers to act within the scope and in line with their purpose. The Monash University Rowing Club Committee reserves the right, under s44(3) of the Monash University Rowing Club Constitution, to revoke a delegation wholly or in part.

### Sub-Committee Members Included:

The Diversity Sub-Committee is made up of:

- Director of HR
- Co-Presidents

### Duties and Responsibilities.

The duties and responsibilities of the subcommittee are as follows:

- Work closely with Club Presidents to assist achievement of training sessions;
- Manage and develop the MURC Membership Database and mailing lists;
- Act to ensure members are aware of Policy and repercussions, however may not undertake disciplinary action without the oversight and approval of the Executive subcommittee;
- Ensure the committee is acting fairly and without bias, and make recommendations accordingly; and
- The Diversity subcommittee may act to ensure members are aware of Policy and repercussions, however may not undertake disciplinary action without the oversight and approval of the Executive subcommittee
- Pass on all reported disputes and issues to the Executive subcommittee
- To call out and notify members they believe to be in breach of MURC Code of conduct and University rules and guidelines
- Ensure the committee is acting fairly and without bias, and make recommendations accordingly
- May be asked to be involved in the resolution of disputes by the Executive committee when deemed necessary.
- Ensure the requisite contacts and training are passed on to the incoming Director of HR.
- If unsure whether any action/s falls within the designated purpose and/or powers, seek the guidance of the Executive subcommittee





## SUB COMMITTEE DELEGATION NOTICE

MONASH UNIVERSITY ROWING CLUB  
UniGames Sub Committee

### Purpose.

The purpose of this subcommittee is to assist in the facilitation of UniGames.

### Powers.

The subcommittee has the powers to act within the scope and in line with their stated purpose. This may include, but is not limited to...

The Monash University Rowing Club Committee reserves the right, under s44(3) of the Monash University Rowing Club Constitution, to revoke a delegation wholly or in part.

### Sub-Committee Members Included:

The UniGames Sub-Committee is made up of:

- UniGames Officer
- Co-Presidents
- Treasurer
- Secretary
- Director of Training

### Duties and Responsibilities.

