



Ice Dragons

Dragon Boat Racing Club

2008-09 Committee

Who are they and what do they do...?

Your Ice Dragon Committee members have their roles outlined in the club's Constitution, making sure responsibilities are defined and transparent.

Here is a snapshot so you can put names, faces, and their tasks together...

President

Ray Khoo



"Roy"

- Ensure the successful functioning of the Club.
- Chair all meetings and ensure that all rules as set out in the constitution are adhered to.
- Hold interest and promote all paddling codes undertaken by the Club.
- Coordinate the planning and attainment of Club objectives according to the strategic plan.
- Develop relationships with relevant stakeholders, the CDBA and other clubs.
- Supervise committee members in their duties and responsibilities.
- Delegate tasks to other members as required to prevent an excessive workload and to ensure all responsibilities are met.
- Preparation of the agenda in conjunction with the Club Secretary.
- Prepare and present the annual report at the Annual General Meeting.
- Be a signatory for the Club bank account(s).
- Be the official spokesperson for the Club.
- Ensure temporary or permanent replacements of committee members should they be ill, on leave or in the event of a member's resignation.
- Determine the level of experience of committee members and the skills they bring to their positions.
- Organise sub-committees to deal with tasks as necessary.
- Cast a deciding vote if required. Mediate and resolve conflicts.
- Fulfil legal obligations under the ACT *Incorporations Act 1991* and other laws.
- Participate on sub-committees.

Vice President

Deb Denis



- Assist the President in carrying out his or her duties.
- Carry out any duties of the President in his or her absence.
- Assist committee members with their duties as required.
- Be a signatory for the Club bank account(s).
- Participation on sub-committees.
- Coordinate and ensure Club fulfils reporting and legal obligations under the ACT *Incorporations Act 1991* and other laws.

Treasurer

Emma Lawrence



- Monitor and manage CDBA financial matters including all receipts and payments, transfers, reconciliations and accounts.
- Be responsible for the use, maintenance and integrity of financial instruments and records.
- Act as a signatory to bank accounts.
- Only withdraw funds from the Club bank account(s) when approved by Committee at a meeting or in writing with general consensus.
- Collect all Club, CDBA and any other membership fees.
- Deliver a financial report at each committee meeting.
- In conjunction with the Registrar, manage memberships and fees.
- At each Annual General Meeting present an audited and signed complete set of financial statements.
- Prepare the Club budget in conjunction with the President at the beginning of the season.
- Participation on sub-committees.
- Fulfil legal obligations under the ACT *Incorporations Act 1991* and other laws.

Registrar

Katrina Pawley



- Be responsible for keeping an accurate and up to date record of all Members of the Club.
- Participation on sub-committees.
- Work with the treasurer to ensure prompt payment of registration fees and know the financial status of all members.
- With the Head coach and captains, facilitate the integration of new members.
- Organise and distribute registration and Club membership forms as well as any State or National membership forms that must be filled out by individuals annually.
- Production and maintenance of Club email distribution list.
- Be a signatory for the Club's bank account(s).
- Fulfil obligations under the ACT *Incorporations Act 1991* and other laws.

Secretary

Sarah Slade



- Organise meetings and distribute notices informing members of the time, place and venue.
- In conjunction with the Chair prepare and in a timely manner distribute the agenda, committee member reports, action items, updated planning calendar and draft minutes prior to meetings.
- Record minutes of meetings for committee approval at the following meeting, including records of motions, the mover/seconded of motions and action items.
- Assist the Chair during meetings.
- Attend to any correspondence.
- Communicate newsletters, updates and relevant information to Club members.
- Maintain records of all the activities of the Club.
- Keep an updated register of Club assets.
- Caretaker for Club trophies.
- Participation on sub-committees.
- Be a signatory for the Club bank account(s).
- Fulfil legal obligations under the ACT *Incorporations Act 1991* and other laws.

Female Captain

Rebecca Fogliani



- Work with the Head Coach and appointed assistant coaches to build a strong cohesive crew.
- Support event managers in coordinating activities for their crews on competition days.
- Represent and communicate the views of team members to the coaches and the committee.
- Facilitate paddler recruitment and retention by working with and supporting the Registrar.
- Encourage participation in all paddling codes undertaken by the clubs.
- Participation on sub-committees.
- Fulfil legal obligations under the ACT *Incorporations Act 1991* and other laws.

Male Captain

Mike Rowland



“Kiwi”

- Same as above, but better looking

Coaches

Fred Lehmann



“Kruger”

Brendan Byrne



“Fang”

- Be in attendance at all training sessions, unless unavoidable circumstances prevent them from doing so, in which case they should appoint a delegate.
- Be responsible for team building, team motivation and moral.
- Be aware of training needs of individual paddlers and the team as a whole.
- Deal with complaints and concerns regarding training and fitness.
- Cater for the training and integration needs of new members.
- Recruit and manage assistant coaches as required.
- In consultation with the assistant coaches, Male Captain, Female Captain and Registrar, configure the boat for all regattas and other competitions, taking into account:
 - Competition class;
 - Personal body weights/ balanced partnerships and fit in the boat;
 - Available paddlers (i.e. possible injuries/ illnesses);
 - Individual performance, experience, attitude, stamina and endurance
 - Attendance at training sessions prior to the regatta;
 - Membership status of paddlers; and
 - Any other relevant factor.
- Ensure they are up to date with any new coaching information from the Canberra Dragon Boat Association and the Australian Dragon Boat Federation, or any other paddling association.
- Be up to date with the latest training techniques and facets of personal well being.
- Discuss and liaise with each other to formulate the training schedules, race timetables and paddlers transition between levels/crews in order to promote and optimise the Club success as a whole in all paddling codes and to ensure that individuals are given a fair go.
- Encourage participation in all paddling codes undertaken by the clubs.
- Participation on sub-committees.

Remember that every Ice Dragon makes a great contribution to the club on and off the water, so talk to a Committee member about how you can get more involved and help to grow and improve your club.

www.IceDragons.com.au