



St George Dog Training Club

COMMITTEE MEMBER POSITIONS

(September 2025)

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President

1. Chair General and Committee Meetings.
2. In conjunction with the Secretary, co-ordinate the functioning of the Club, its Office Bearers and Committee.
3. Present pre-training announcements for obedience classes, class promotions, etc.
4. Maintain a book of Trial results for trophy applications, or delegate to a committee member
5. Officiate at Club functions and general PR as necessary
6. Provide an annual report for the Club's AGM.
7. Maintain the Compendium of Duties.
8. Bank signatory.

Secretary

1. The secretary shall maintain a register of members of the Association.
2. Receive and send all correspondence on behalf of the club (and keep a copy of correspondence sent out by other club members).
3. Respond to email and phone calls regarding new member enquiries.
4. General and Committee Meetings:
 - (a) Send out meeting reminders for both Committee Meetings and General Meetings (to committee via email and general membership via Facebook).
Call for agenda items, reports and apologies.
 - (b) Receive reports, agenda items and apologies.
 - (c) Prepare the Agenda and circulate it to committee (hard copies tabled at each meeting).
 - (d) Prepare a list of Correspondence for all Committee and General Meetings (hard copies tabled at each meeting and later filed).
 - (e) Take, type and circulate minutes (to committee by email and AGM).
 - (f) List Items for Action and date of following meeting.
 - (g) Present expenditure items for approval on behalf of the Treasurer if they are not present and convey the approvals.
5. Ensure that a current copy of the Constitution of the Association and the Constitution and Rules of the Club are available for perusal by any member at any meeting or other official function of the Club.

Treasurer

1. Receive all monies paid to the Club which must be deposited as soon as practicable to Club's bank account.
2. Keep all necessary books of account and financial statements as required by generally accepted accounting practice as shall be required by the auditor.
3. Prepare Income and Expenditure Statements for all general and committee meetings.
4. Prepare the annual balance sheet and accounts and accompanying reports.
5. Review the value of all Club possessions and arrange appropriate insurance.
6. Provide an annual report for the Club's AGM.
7. Liaise with all members involved in trading within the club to ensure appropriate surplus be obtained for the Club in the purchase and sale of products to members.
8. Conduct annual stocktake of all depreciable assets (as defined by the ATO) prior to AGM.
9. Maintain all bank and financial online relationships.
10. Bank signatory and administrator.

Note: An Assistant Treasurer position can assist the Treasurer as necessary

Assistant Treasurer

1. Collect all EFTPOS receipts and monies taken on Sundays.
2. Bank the monies ASAP.
3. Provide the Treasurer with receipts/details.
4. Assist with the Annual Stocktake.

Chief Instructor

1. The Chief Instructor is to:
 - a. provide leadership and guidance for the instructors to ensure their ongoing support and wellbeing
 - b. in consultation with the President, is responsible for the supervision and delivery of the training programs and has control of the training grounds on training days
2. Appoint Deputy Chief Instructors and Instructors as required
3. Conduct training courses for new instructors (For beginners to third class obedience)
4. Maintain uniform instructing methods across classes allowing for progression of exercises.
5. Respond to email and phone calls regarding training matters and new member enquiries.
6. Follow up difficult dogs and problems on a one-to-one basis.
7. Organise promotion tests and promotion certificates.
8. Develop and improve new class material as necessary.
9. Report to committee and general meetings
10. Provide a written report to the AGM.

Instructors

1. The instructor, in consultation with the Chief Instructor, is responsible for the delivery of the training programs.
2. Conduct classes for members (beginner to third class obedience)
3. Maintain uniform instructing methods across classes allowing for progression of exercises.
4. Follow up difficult dogs and problems on a one-to-one basis.
5. Contribute to the improvement of new class material as necessary.

Equipment Officer

1. Maintain all jumps and other training equipment, ring ropes, tables, gazebos, stakes, starting pegs, scoreboards, scent article sets, banner, agility equipment etc. for trials.
2. Keep inventory of all equipment.
3. Arrange for any replacement, repairs, painting, etc. as required.
4. Keep equipment in an orderly fashion, check all jumps etc. put away after each trial.
5. Assist with annual stocktake of equipment as required.

Publicity Officer

1. Maintain the website regarding new pages, reformatting etc. as necessary.
2. Update calendar, awards, upcoming events etc. as necessary.
3. Maintain Facebook page
4. Arrange with the Treasurer to pay any annual fees relating to the web hosting etc.
5. Liaise with and assist the Membership team with on-line issues as necessary
6. Provide verbal or written reports for general and committee meetings.