

Coffs Trail Runners Inc. - Office Bearers Roles and Responsibilities

As set out by the Coffs Trail Runners Inc. Constitution the officers bearers are the:

- President
- Vice-President
- Treasurer
- Secretary

In addition, and as set out by the Coffs Trail Runners Inc. Constitution, a Public Officer, which could be an office bearer, is another formal role with responsibilities. The formal roles and responsibilities of the four office bearer positions and the Public Officer are set out below:

President

The President is responsible for ensuring the committee operates in the best interest of Coffs Trail Runners Inc., its members and participants. Alongside chairing committee and general meetings, the President will also help out the other committee members where required. The President will be the primary media contact for the club and represent the club in its best interests.

Vice-President

The Vice-President will support the president in ensuring the committee operates in the best interest of Coffs Trail Runners Inc., its members and participants.

Secretary

The role of the Secretary involves maintaining the database of members, the circulation of meeting minutes from Annual General Meeting and committee meetings as required. The Secretary must satisfy any obligations under the Coffs Trail Runners Constitution and the Associations Incorporation Act 2009

Treasurer

The Treasurer is responsible for accurately recording all financial transactions made by the club and presenting this record in a recognized format to members of the club at the Annual General Meeting. The Treasurer is automatically a co-signatory on any bank or credit card account held in the name of the club.

Public Officer

A Public Officer must satisfy any obligations under the Coffs Trail Runners Constitution and the Associations Incorporation Act 2009.

Under the Coffs Trail Runners Inc. Event Policy, an Event Director and First Aid Officer are required to be nominated for each race. These positions are not part of the committee or office-bearers duties and the rules stipulating these positions are outlined in the Event Policy.

