



REQUIN ANGLING CLUB COMMITTEE ROLES AND RESPONSIBILITIES

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Roles listed here are a general guideline and can be revised as required.

CHAIRMAN

- Manage the Club's business in accordance with the Club's Constitution and Rules
- Provide leadership and direction to the Committee and maintain key relationships within and outside of the Club
- Develop and oversee a strategic plan for the growth and development of the Club
- Chair Club and Committee meetings
- Act as a signatory for the Club in legal and financial purposes
- Present a Chairman's Report at the AGM

VICE-CHAIRMAN (FRESHWATER/SALTWATER)

- Undertake the duties of the Chairman in their absence
- Be an alternate signatory for the Club for legal and financial purposes
- Handle affiliations of members to Unions (with assistance from the Secretary for member lists and Treasurer for payments)
- Attend and make representation for the Club at Union Meetings and functions
- Handle communication between the Unions and Members

TREASURER

- Make all approved payments as guided by the Committee
- Act as the signatory on the Club's bank accounts (with other Committee members)
- Keep accurate and up-to-date records of all income and expenditure on the Club's bank accounts
- Follow up on any outstanding monies with members or via other Committee Members
- Present a financial report at Club and Committee meetings
- Prepare all necessary financial statements for presentation at the AGM

SECRETARY

- Convene meetings as per the Club's Constitution with the correct notice periods, prepare agendas, keep record of attendance at meetings, write up and distribute minutes after the meeting
- Maintain all of the Club's official documents, i.e. Freshwater House Rules, Constitution, Membership Forms, Annual Awards Criteria, Union calendars, Club Clothing Order Form, and ensure the latest versions are available on the website.
- Periodically request Club Clothing orders and coordinate with clothing supplier.
- Maintain the Club's Membership list - add new members and ensure member's details are kept up to date
- Organise arrangements for annual Prize Giving event - venue, compilation of a prize winners list in conjunction with the Committee and arrange for winners certificates to be printed. Notify members accordingly
- Attend to all correspondence received via the Club's email on behalf of the Club or forward to the appropriate Committee member(s)

FRESHWATER REPRESENTATIVE

- Organise and book venues for monthly Club Competitions and notify Freshwater members accordingly via WhatsApp group
- Run monthly Club Competitions - peg waters, announce rules before and the winners afterwards, take monies, peg draw, pay farmer, etc



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- Capture the scores for the day, noting any outstanding catches, and provide a copy of the score sheet(s) to the Records Officer afterwards
- Deal with any Freshwater-related queries
- Look after the Club's scales and weighing equipment (crate, weigh-mat, frame, carry bags and yellow fish ruler) and have available at competitions. Ensure they are cleaned, charged and periodically calibrated
- Other equipment to manage: pegs, meter wheel, lightning meter
- Any monies received from members to be deposited into the Club's account and communicated with the Committee
- Present a Freshwater Report at Club and Committee meetings

SALTWATER REPRESENTATIVE

- Organise venues, accommodation and bait for Team outings
- Undertake the duties of the Saltwater Vice-Chairman in their absence
- Keep up to date with League rules and Captain meetings on League outings
- Communicate decisions and changes from the Union with members
- Present a Saltwater Report at Club and Committee meetings

RECORDS OFFICER - FRESHWATER

- Using the score sheet(s) received from the Freshwater Representative after each Club Competition, compile accurate results for the day as well as pool winners, annual Scoreboard and Species Winners, and have added to the website
- Club Records: receive Record Claim Forms, get sign off from the Chairman and have added to the master Freshwater Record List on the website
- Provincial and National Records: handle any Record Claims on behalf of Members with the Union where applicable
- Report back on any new records at Club and Committee Meetings
- Arrange for storage of trophies and make them available at the annual Prize Giving event

RECORDS OFFICER - SALTWATER

Duties and Responsibilities

1. Record Management

- Maintain and regularly update and record catch data lists of the Club's members in Competition
- Ensure all records are accurately documented and stored securely for future reference
- Develop a standardized system for easy retrieval and verification of record and competition catch data

2. Verification and Reporting

- Receive and scrutinize all claims for record claim applications, ensuring they meet the Club's regulations and standards
- Present verified claims to the Committee for review and final approval
- Provide detailed reports on record applications and approvals at Committee meetings and the Annual General Meeting (AGM)
 - Club Records: receive Record Claim Forms, get sign off from the Chairman and have added to the master Saltwater Record List on the website
 - Provincial and National Records: handle any Record Claims on behalf of Members with SASAA

3. Recognition and Certification

- Issue record catch certificates along with trophies and other accolades as prescribed, upon final authorization by the Committee
- Ensure that awards and recognitions align with the club's policies and maintain high credibility



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- Organize and facilitate special recognition events or ceremonies to honour record achievements
- 4. Collaboration and Compliance
 - Liaise with relevant angling authorities, such as CGSAA, SASAA, and SASACC, to ensure compliance with national and regional competitive catch and record-keeping standards
 - Keep abreast of changes in angling regulations that may affect record validation processes
 - Educate club members on the procedures for submitting record applications and ensure transparency in the process
- 5. Annual Reporting and Documentation
 - Prepare an annual summary of all record achievements for submission to the Chairman and Committee
 - Assist in the publication of record updates in club newsletters, websites, and other communication channels to highlight members' achievements

PUBLIC RELATIONS OFFICER

- Keep the Club's social media site (Facebook) up-to-date
- Ensure the Club's social media site (Facebook) is professional and any inappropriate posts and advertisements are removed
- Answer enquiries received on behalf of the Club or forward enquires to other Committee members where appropriate

DEVELOPMENT OFFICER

Duties and Responsibilities:

1. Engagement with Youth Anglers
 - Arrange and call for periodic meetings with youth anglers (under 35) within the club
 - Represent their interests and concerns at the Executive level
 - Promote youth angling within the club through targeted programs and events
2. Liaison and Advocacy
 - Arrange meetings with relevant authorities to discuss development issues on behalf of the association/club
 - Liaise with required authorities and/or Government for advice and assistance, financial or otherwise
 - Work in collaboration with CGSAA, SASAA, and SASACC regarding the Club's business plan and development goals
3. Reporting and Accountability
 - Report all proposed or completed projects at Requin Committee meetings
 - Submit an annual written report to the Chairman and Executive Committee of the Club, detailing progress, challenges, and future plans
 - Participate in Executive Committee Meetings with a deliberate vote on matters concerning angling development
4. Strategic Development and Growth
 - Ensure that the business plan aligns with the standards and goals set by SASAA and SASACC
 - Implement strategies and set goals to enhance the skill sets of existing members
 - Develop initiatives aimed at increasing the overall membership of the club



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ADDITIONAL COMMITTEE MEMBER(S)

- Assist with overlaps/overflow in other roles where needed
- Be an extra voice on the Committee when decisions need to be taken

UNDOCUMENTED ROLES - WEBMASTER

- Maintain and keep up to date the Requin website and all master documents within as received/communicated from other Committee member roles