RUSU CLUB EXECUTIVE DUTIES:

RUSU requires its’ affiliate Clubs to annually elect four (4) club members to manage and coordinate the club on a day to day to basis.

Below is an outline of the tasks that are needed to maintain a Club and the executive members that are usually responsible for ensuring these tasks are completed:

**President’s Duties**

- To attend and chair Club meetings (including General Meetings, Special General Meetings and Annual General Meeting)
- To ensure the required number of club meetings are held and formally conducted
- To liaise with RUSU Clubs & Societies where required particularly around affiliation, club legal and process requirements, training and development
- To ensure all RUSU and Clubs & Societies policies and procedures are adhered to
- To ensure all club affiliation requirements are fulfilled
- To coordinate club elections and ensure the incoming Executive are given access to the Clubs archives, equipment and support for annual affiliation processes
- To act as one of the check signatories for the club bank account

**Vice President’s Duties**

- To chair Club meetings in the absence of the President
- To ensure all club procedures and documents are in order
- To ensure all club requirements are fulfilled in the absence of the President
- To ensure reports are prepared for each meeting by the portfolio holders
- To ensure action items and resolutions are implemented or carried out
- Duties as delegated by the President
- To assist the President with club elections
- To act as one of the check signatories for the club bank account

**Secretary’s Duties**

- To handle inward and outward correspondence
- To arrange meetings and prepare the agenda
- To distribute the agenda to members 1 week prior to each meeting
- To prepare minutes and distribute to members within a week of a meeting
- To maintain official minutes book
- To issue notices and other circulars
- To ensure the following year Secretary is provided with access to the Club archives, equipment etc.
- To act as one of the check signatories for the club bank account

**Treasurer’s Duties**

- To act as one of the check signatories for the club bank account
- To ensure prudent financial management
- To prepare submissions for funding, financial reports budget requirements and procedures are followed as per Budget Guidelines
- To submit the Clubs Annual Finance Report to the Clubs Annual General Meeting
- To coordinate the lodging of Club Tax Returns and other financial requirements are met where required
- To ensure the following year Treasurer is provided with access to the clubs financial archives, equipment etc.