

ROYAL GEELONG YACHT CLUB FOUNDATION – trustee duties DRAFT as at 12th MARCH 2025

CHAIR:

Chair the meetings of Trustees and the AGM;

Manage the Committee of Trustees;

Represent The RGYC Foundation at various functions;

Produce an agenda for meetings of Trustees and for the AGM;

With the Hon. Treasurer, manage the Investments Accounts;

Be a signatory for Westpac Accounts and Macquarie Accounts;

With the Hon. Treasurer approve investments with Ord Minnett;

Other duties as and where necessary.

DEPUTY CHAIR:

Chair meetings in the absence of the Chair;

Generally deputise for the Chair;

Be a signatory for Westpac Accounts and Macquarie Accounts;

Other duties as and where necessary.

HONORARY TREASURER:

Act as Public Officer and submit annual Return to Consumer Affairs after Annual General Meeting;

Maintain records of finances, Assets and Liabilities;

Present monthly statements of Accounts for Trustee meetings;

Be a signatory for Westpac Accounts and Macquarie Accounts;

With the Chair, manage the Investments Accounts;

Prepare and distribute annual report to AIS;

Arrange for an annual Audit of the Foundation finances;

Prepare statement of finances for the AGM;

With the Chair/Deputy Chair make financial transactions;

Other duties as and where necessary.

HONORARY SECRETARY:

Manage communications including routine new member and donation/bequest protocols;

Take minutes of meetings (Trustee and AGM) and maintain a record of these;

Work with the Chair to prepare and distribute an Agenda for meetings;

Maintain an accurate list of Members with contact details, mailing address, date of joining, etc;

Keep in custody or under their control The Common Seal, all books, documents and securities of The Foundation;

Be a signatory for Westpac Accounts and Macquarie Accounts;

Maintain the Member board;

Other duties as and where necessary.

MARKETING AND WEBSITE MANAGER:

Manage the marketing and promotion of the RGYC Foundation;

Manage the Foundation's use of the Website, Social Media;

Manage the production and use of promotional material e.g. Fliers, banners etc.

Manage the alignment of Foundation policies with our marketing and brand;

Manage brand attachment for potential new members and sponsorships;

Other duties as and where necessary.