


Milton
Ulladulla
Dog
Training
Club Inc

Your Role as a
Committee Member

For Committee Members

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MILTON ULLADULLA DOG TRAINING CLUB INC

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Incorporation No: Y0495417 (1988)
ABN No: 55702664358
[Link to Club Constitution](#)

What we do

Established in 1979 and located in the southern area of the Shoalhaven, Milton Ulladulla Dog Training Club Inc offers members the opportunity to socialise and train their dogs to become great companion animals. The Club promotes responsible dog ownership and is led by a volunteer team of committee members and instructors who enjoy giving their time and knowledge to help members train their dog. We offer training in obedience, including Rally, tricks, and agility (MUDTC is affiliated to ADAA). All dogs are welcome, large, small, mixed breed, pure bred, and they all have a great time at training classes. Any member who has a desire to compete and Trial with their dog will be given all possible assistance by Club Instructors, although Obedience competition trialling is not a focus of the Club.

What makes a good Committee?

A Committee should operate as a team, draw on the skills and talents of each member, and work toward common goals to ensure club success. Effective Committee members should have: a commitment to the club, sufficient time to devote to the Committee, an understanding of the role of the Committee and their roles within it.

Committee Member Code of Conduct

All committee members are bound by the MUDTC Member Code of Conduct, Club Rules, and Complaints Policy.

In addition, Committee Members must:

- Be diligent in their role.
- Attend Committee meetings or forward their apology prior to the meeting.
- Attend to their fiduciary responsibility and make decisions based on what is best for the Club, not for individual interest or gain.
- Not take advantage of their position on the Committee in any way
- Declare any Conflicts of Interest as they arise and act to ensure that these conflicts do not pose a risk to the organization.
- Be open to feedback from members and respond appropriately.
- Respect the equipment and resources of the Club and only use these in Club-related business.
- Not receive gifts that result in personal financial benefit.
- Always look for opportunities for improved performance of the Club operations and Committee functions
- Always represent the Club in a professional manner
- Not speak to the media about any aspect of the Club that could damage the Club or its reputation.

Committee Roles:

President

The role of the President is to provide the principal leadership and responsibility for the organisation and the Committee.

The President should:

- Be well informed of the organisation's activities and able to provide oversight.
- Have a good working knowledge of the Constitution, rules and duties of office bearers.
- Be able to work collaboratively with other Committee Members.
- Be a good listener and attuned to the interests of members and other interest groups.
- Chair meetings ensuring that they are run efficiently and effectively.
- Act as a signatory for the Club in all legal purposes and financial purposes.
- Be a good role model and a positive image for the Club in representing the Committee in other forums.
- Coordinate Club planning to ensure appropriate plans are developed, presented to, and reviewed by the Committee, and enacted as required.
- Work with the Committee to ensure:
 1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required.
 2. Work with the Committee to achieve the goals of the Club.
- Serve as a spokesperson for the Club when required.

Vice President

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed.

The Vice President should:

- Be well informed of all organisation activities and able to provide oversight.
- Be willing to step in for the President where needed including chairing meetings.
- Have a good working knowledge of the Constitution, rules and duties of office bearers.
- Be able to work collaboratively with other Committee Members.
- Be a good listener and attuned to the interests of members and other interest groups.
- Be a good role model and a positive image for the Club in representing the Committee in other forums.
- Be able to raise concerns with the President where they arise.
- Other duties as nominated by the President and / or Committee.

Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is required to regularly report on the Club 's financial status to both the Committee and the Club members.

Desirable Attributes:

- Good Organisational Skills
- Understanding of basic book-keeping processes
- Ability to maintain accurate records.
- Dedicated Club Person
- Honest/Trustworthy
- Computer and basic accounting skills
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Club finances.
- Administer all financial affairs of the Club.
- Support any required auditing processes.
- Receipt of all incoming monies
- Bank all monies received.
- Pay all accounts.
- Maintain accurate records of all income and expenditure.
- Ensure that all receipts and payments concur with bank deposits and withdrawals.
- Present financial reports at committee meetings
- Keep accurate record of all membership payments.
- Be a signatory on club accounts.

Secretary & Assistant Secretary

Desirable Attributes:

The Secretary should:

- Be organized.
- Have computer skills.
- Be a good communicator.
- Be able to keep confidential matters confidential.

Specific duties include but are not limited to:

- Maintain records of the Committee and ensure effective management of Club's records.

- Manage Minutes of Committee meetings, including distribution to Committee members.
- Development of meeting agendas in consultation with other Committee members and distribution prior to the meeting
- Be sufficiently familiar with all current Club documents to note applicability during meetings.
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained.
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- Ensure that proper notification is given of Committee and Club meetings.
- Manage the general correspondence of the Committee except for such correspondence assigned to others.
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders e.g., through Facebook Admin role; Newsletter; Newspaper articles.

New Member Officer

The role of the New Member Officer is to make new and potential members, feel welcome at the Club and to support them to learn the ropes and settle in.

The New Member Officer should:

- Be affable and friendly in approaching others.
- Enjoy the Club themselves and be enthusiastic about the club and its activities.
- Be very accepting of all people and keen to develop a diverse member base.
- Be a good listener and attuned to the interests of members and other interest groups.
- Have knowledge of using eftpos machine (Square) to take member fees and payment for Club products.

Specific duties include but are not limited to:

- Act as the “meet and greet” attendant for New Members when they join.
- Answer New Member questions and seek more information from other Committee members if needed.
- Provide new members with a Welcome bag and take them through its contents.

Catering Officer

The Catering Officer should:

- Be affable and friendly in approaching others.
- Be interested and knowledgeable in preparing and organising food for the Club's various events including morning teas and BBQ.
- Follow appropriate food hygiene guidelines.

Specific duties include but not limited to:

- Purchase of food and catering items for Club functions in liaison with Club Treasurer, including for:
 - ADAA Agility Competition held annually.
 - Club Award Presentations
 - Club Christmas Party
 - Club morning teas
- Baking, and organisation for Club morning tea functions and cooking at Club BBQ for larger events.

General Committee Members (2)

A General Committee Member should:

- Be a good listener and attuned to the interests of members and other interest groups.
- Be affable and friendly in approaching others.
- Enjoy the Club themselves and be enthusiastic about the Club and its activities.

Specific duties include but not limited to:

- To represent Club members at committee meetings and present to committee for discussion any suggestions or concerns of members

APPENDICES

Club Rules:

- Members must wear suitable footwear, such as trainers – scuffs and thongs are not permitted.
- Dogs must be kept on the leash at all times, unless they are in a training class with the direct supervision of an instructor, or under control in the off-leash area at the rear of the Showground.
- The only acceptable training collars are flat collars, DCCs, haltis and training harnesses (not car harnesses). Milton Ulladulla Dog Training Club Instructors are not trained to give advice about the use of other specialised training equipment. Consequently, it will be recommended to members needing more assistance that they speak with their vet and/or a professional dog trainer.
- When joining the Club, proof of immune status must be provided. This is either a vaccination certificate (C3, C4, or C5) or titre test certificate issued by your veterinarian. Puppies will need to have had their first vaccination and can be enrolled in the Club's Baby Puppy School from 8 weeks of age at their owner's discretion.
- Children may train their dog provided they are supervised by their parent, carer or guardian.
- Any use of the club equipment for dogs must be done in conjunction with the class instructor.
- Members are responsible for cleaning up if their dog fouls the ground.
- Members must not use harsh actions or verbals with their dogs. This includes hitting your dog or strong misuse of the dog's lead.
- Bitches in season are not permitted on the training ground.
- Members must bring a water bowl for their own dog to use. Do not share water bowls with other dogs.
- MUDTC is a community-based club, focused on providing a fair, safe and inclusive environment for all members and their dogs. Communication between club members and instructors must always be respectful and courteous and must not be offensive, discriminatory, intimidating, aggressive, bullying, hateful, racist, or otherwise inappropriate. Refer Club Member Code of Conduct & Complaints Policy
- In regard to above, if a club member wishes to raise a formal matter, that is anything which requires the specific attention of the Club Executive or consideration by the MUDTC

Committee, please only make contact either by email to the Club's address mudtc@outlook.com or mail PO Box 274 Milton 2538, or by speaking with one of the Club's Committee members and asking them to raise the matter on your behalf. Do not make representations through a member's personal email or telephone. Refer Club Member Code of Conduct & Complaints Policy

- The club reserves the right to decide that a dog must be muzzled. Please see the Club's Aggressive Dog Protocols located on our web site. If you do not have access to view online, please request a hard copy from the Secretary.
- The club has a Contagious Diseases Policy which is located on our web site. If you do not have access to view online, please request a hard copy from the Secretary.
- The Club has an Extreme Weather Policy which is located on our web site. If you do not have access to view online, please request a hard copy from the Secretary.



Milton Ulladulla Dog Training Club Inc. - Code of Conduct and Complaints Policy

The purpose and intent of this Code is to provide Milton Ulladulla Dog Training Club members with the standards of behaviour that are expected of them while they are participating in all Club activities to ensure all members enjoy a safe and enjoyable experience. All Club members are required to maintain and enhance the Club's standing as a valuable and reputable member of the community and are therefore accountable for compliance with this policy.

Members code of conduct in person, via email and on social media

- Treat everybody with respect, courtesy, fairness and honesty and promote a collaborative and harmonious environment.
- Act with due care and diligence and follow club safety rules.
- Follow Facebook protocols and Club Rules
- Compose and reply to emails respectfully.
- Understand the guidelines and advice that underpin and support MUDTC's positive reinforcement training methods
- Uphold the values and good reputation of the club.
- Avoid conflicts, report conflicts that cannot be avoided and cooperate in conflict management.
- Only use official information for the club-related purpose for which it was intended.
- Only use a position and / or resources for a proper purpose

Complaints Policy for members

A member who is unhappy with the conduct of another member may report this to the secretary in writing.

The secretary will inform the President. If the complaint is about the President, the secretary will inform the Vice-President. They will discuss the complaint to decide upon a course of action. The President or Vice President may call a meeting with the Office bearers or a whole committee meeting as necessary to discuss the complaint.

The President or Vice President will contact the member to acknowledge verbally and in writing that the complaint has been received and to discuss a resolution.

The secretary will be notified of the complaint, the process followed and resolution for inclusion in the register.

Persistent inappropriate conduct or a single incident of unlawful behaviour or unlawful discrimination will invoke the constitutional process.

A register of complaints, complainants and resolution processes will be kept by the Secretary and reviewed periodically by the President and Vice-President.

Appendices for MUDTC Code of Conduct and Complaints Policy

Appendix A

Some examples of inappropriate conduct

- bullying
- name calling and other negative comments.
- negative comments about member's work
- not recognising all members as equals
- deliberate exclusion of a member or members
- passing on emails unnecessarily, especially emails with negative comments about others
- deleting or controlling Facebook posts without following due process
- inappropriate or negative Facebook posts
- angry or rude outbursts
- verbal threats or swearing
- physical threats or physical contact

Appendix B

Definition of bullying

Bullying is behaviour deliberately repeated over time that causes physical, social and/or psychological harm. It can have immediate and long-term effects on those involved, including bystanders. Bullying can happen in person or online.

Appendix C

Register of complaints content

- Complaint / report of inappropriate or unlawful conduct
- Name of complainant
- Brief description of process followed and resolution.
- Relevant dates