



Australian Underwater Federation Qld Inc

Induction & Governance Handbook

This handbook contains Organisational Structure, Organisational Overview & Position Descriptions.

Please read this Handbook and Information carefully.

If you have any questions after reading this Handbook, please consult your Commissioner or Executive Director.

VERSION HISTORY

Author	Version	Date	Changes
J Breeze	1.0	Feb 2012	Reviewed by Exec. Committee - Approved
J Breeze	0.2	Sept 2011	Moved all Doc into "AUFQ Governance Handbook"
L Randell/J Breeze	0.1	Sept 2011	Draft review all Governance Doc.

This handbook replaces the raft of documents formerly in place as

"AUFQ Governance Manual & Position Descriptions"

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1 Organisational Overview

1.1 Objectives

The object of the AUFQ is to promote, co-ordinate and control Recreational & Sporting underwater activities in Queensland and to represent Recreational & Sporting underwater activities in Queensland on a national and international basis and to:

- Conduct Recreational & Sporting underwater activities within Queensland;
- Promote the responsible development of Recreational & Sporting underwater activities in Queensland;
- Represent Queensland and its members and clubs in relation to Recreational & Sporting underwater matters, on a state and national basis;
- Affiliate with the Australian Underwater Federation (AUF) and any other bodies deemed appropriate;
- Advocate marine environment protection, conservation and sustainable and responsible use of the Marine Environment;
- Establish, promote and / or actively implement appropriate safety measures applicable to Recreational & Sporting underwater activities;

1.2 Guiding Principles and 10 year Vision

- **Safety** – achieve an increased level of safety in activities relating to Recreational & Sporting Underwater Activities
- **Participation** – achieve increased participation and numbers at club, state and national level.
- **Representation** – maintain and increase recognition with the public, the government and other bodies.
- **Training** – Implement, maintain & present Training programs to support the activities of the Federation.
- **Organisation** – well organised, trained, motivated and skilled administrators and volunteers.

Drivers

- Club Development;
- Promotion and Marketing;
- Competitions;
- Official/Coach Member Training and Development;
- Regional Development.

1.3 Background

The AUFQ is the Queensland State branch of the AUF.

The Australian Underwater Federation (AUF) is the administrative body for the Confederation Mondiale des Activites Sub-aquatiques (World Underwater Federation) and NCAS (National Coaching Accreditation Scheme). The AUF is the accredited member of the ASC (Australian Sports Commission). The AUF is the umbrella organization for the following sports and recreations: Finswimming, SCUBA, Apnoea/Freediving, Snorkel, Coaching/Training, Spearfishing, and Underwater Hockey.

AUFQ is the umbrella organization for the following sports and recreations in Queensland:

- Recreational Scuba & Snorkel diving,
- Spearfishing,
- Underwater Hockey and
- Underwater Coaching/Training.

Each sport / recreation is represented within the AUFQ by a Commission.

Each Commission is represented on the Executive by a Commissioner.

The AUFQ has individual clubs comprising full members and affiliated members and a large contingent of social participants covering an area from Cooktown in Cape York to the Gold Coast in the south east corner of Queensland.

AUFQ have actively pursued and been successful in securing Government and other funding to support activities for all commissions to further the aims of its members.

Each commission is responsible for facilitating and reporting on the AUFQ's guiding principles and drivers regarding their respective commissions.

2 Organisational Committee Structure

2.1 Executive Committee

President

Vice President

Executive Director (Secretary/Treasurer) – Appointed/Non voting

Assistant Treasurer

2.2 Management Committee

President

Vice President

Executive Director (Secretary Treasurer) – Appointed/Non voting

Assistant Treasurer

Commissioner for Underwater Hockey

Commissioner for Spear fishing

Commissioner for Recreational Diving

Director of Coaching

2.3 Office Bearers

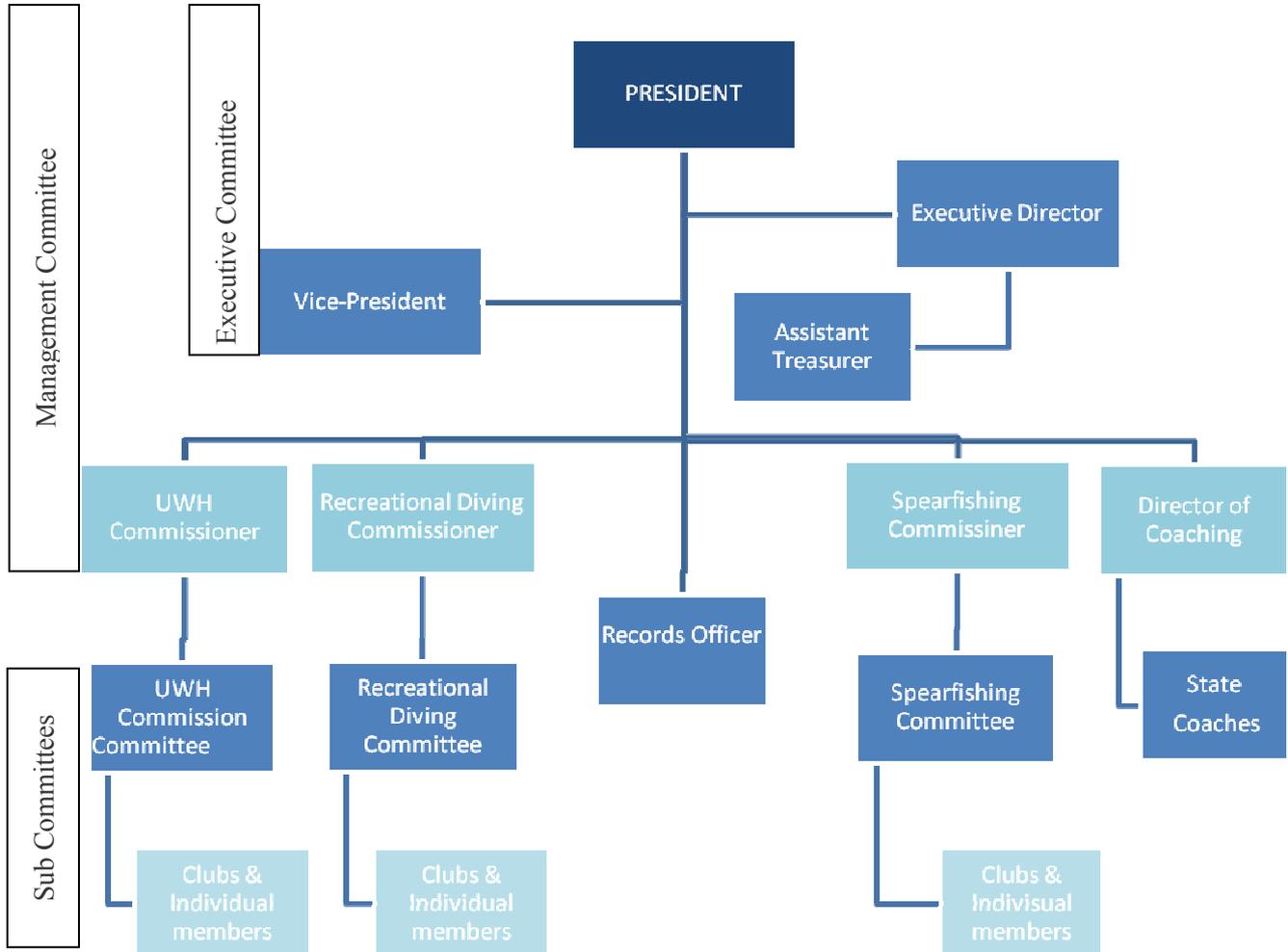
Records Officer

Assistant UWH Commissioners

Assistant Spearfishing Commissioners

Assistant Rec. Diving Commissioners

2.4 Organisational Structure



3 Committee Member and Club Governance

3.1 Introduction

Governance relates to decisions that define expectations, grant power, or verify performance. It consists either of a separate process or of a specific part of management or leadership processes. Organisations set up a Board or Committee to administer these processes and systems.

3.2 General Principles and Duties

In the case of a non-profit organization, governance relates to consistent management, cohesive policies, processes and decision-rights for a given area of responsibility. Managing at a Board/Committee level can involve for following:-

- Determining the Association/clubs goals and objectives;
- Monitoring and reviewing operations;
- Maintaining financial viability;
- Developing and approve budgets;
- Developing guidelines, policies and procedures;
- Maintaining risk assessment and risk management;
- Ensuring regulatory compliance.

When performing governance duties:-

ALWAYS:-

- Act ethically by giving the same consideration to the interest of others as you would give to your own. It is the expectation of the AUFQ that all Board/Committee members, or Club representative ensure they conduct themselves in an ethical manner.
- Avoid conflict of interest: declare any possible conflict of interest;
- Deal with all issues respectfully;
- Be honest and maintain confidentiality;
- Chair meetings appropriately;
- Work with due diligence and transparency;
- Open and maintain communication channels with all stakeholders;
- Act in good faith;

NEVER:-

- Improperly use information obtained through the association/Club;
- Hold information or knowledge in secret where it may be prejudicial to the association/club;
- Use position for personal gain;
- Receive, request or obtain unjust rewards through the association.
- Engage in intentional, dishonest behavior – this can be an offence and amount to criminal negligence.

3.3 Fraud Detection & Control

Opportunity for fraud can be minimized through the implementation of effective control mechanisms and processes. Processes must be clearly understood by those who are required to implement them and by those who are governed by them.

- Elements of fraud include:- theft of money; theft of time; theft of goods/services without payment; delivery of goods not accounted for; theft of property due to negligent behaviour with asset register; overpriced travel and accommodation arrangements.
- Fraud is described in both State and Commonwealth Legislation as a criminal offence through dishonest behaviour to obtain personal gain/benefit.
- You can assume that you have exercised due care and diligence provided that:
 1. You make decisions in good faith and for the right reason
 2. You do not have a material personal interest
 3. You have obtained all relevant information
 4. You honestly believe the decision is in the best interest of the association/club.

3.4 Legislation

If your club/organization is an Incorporated body it is governed under the *Associations Incorporation (Qld) 1992*. Committee members or ordinary members of an Incorporated association are not personally liable for any debts of the association. Board or committee members can be held personally liable for breaches of State and Commonwealth statutory legislation and regulation.

Acts and regulations are available on the web at the relevant State and Commonwealth Government sites. Amendments are regularly made so it is best to use current information and advices available at these sites.

4 Committee Member Responsibilities

4.1 Good Governance/ Act Ethically

Determining the Association/clubs goals and objectives; Monitoring and reviewing operations; Maintaining financial viability; Develop and approve budgets; Develop guidelines, policies and procedures; Maintain risk assessment and risk management; Ensure regulatory compliance. Acting ethically is giving the same consideration to the interest of others as you would give to your own;

4.2 Fraud Detection/Control

Opportunity for fraud can be minimized through the implementation of effective control mechanisms and processes. Processes must be clearly understood by those who are required to implement them and by those who are governed by them.

You can assume that you have exercised due care and diligence provided that:

- You make decisions in good faith and for the right reason;
- You do not have a material personal interest;
- You have obtained all relevant information;
- You honestly believe the decision is in the best interest of the association/club.

4.3 Effective Management of and Participation in meetings

Start the meeting on time; Ensure participation; Encourage the clash of ideas, but discourage the clash of personalities; Keep to the agenda; Focus on reaching a solution/agreement; Don't allow members to interject out of turn; Follow up on action items; Provide copies of the minutes as soon as it is practicable.

4.4 Making Sound Decisions

Never make decisions without all the information; Never make decisions in haste; Never make decision under pressure; Always minute decision/resolution; Minutes are a binding and legal document; If in doubt seek legal advice.

5 Position Descriptions

5.1 President – Position Description

Position: AUFQ President

Location: Own Home & Relevant Meetings in the Community

Responsible to: State Committee

Purpose of the position:

The position of the State President is to provide leadership, support and representation of AUFQ to the State committee and relevant stakeholders. In addition the position requires the leadership and support in the strategic direction of AUFQ which is inline with the yearly outcomes required by the Department of Communication and Information. Further, liaison with relevant stakeholders and the organisation of committee meetings is also required.

Condition of employment:

The position of State President is elected each year at the Annual General Meeting of the State Committee. It is a voluntary position.

Tasks of State President:

- Shall be the Chief Executive member and spokesperson of the Federation with the authority to convene ordinary and extraordinary meetings of all or any sub-committee.
- Shall preside at all meetings of the State committee, and shall superintend all meetings of any Committee or Sub-Committee as an ex-officio member and preserve order so that business may be conducted with propriety and in accordance with the Standing Orders of the Federation.
- In conjunction with the State Executive Director shall authorise all State statements for publication or general release.
- Shall act as the Federation's representative at official functions.
- Shall have casting vote at meetings of the State Committee; shall have casting vote in addition to the required ordinary voting powers at meetings of the State Executive.
- Develop and maintain strategic direction of AUFQ in conjunction with State Executive Director and State Committee.

5.2 Vice President – Position Description

Position: AUFQ Vice President

Location: Own Home & Relevant Meetings in the Community

Responsible to: State Committee

Purpose of the position:

The position of the State Vice. President is to provide support to the President.

Act in place of the president when the president is absent.

Undertake tasks delegated by the president.

Undertake any assignments given by the management committee on an individual or group basis.

Attend Management and executive meetings.

Be aware of the future directions and plans of members.

Represent the organization where required.

Facilitate positive, effective and efficient decision-making processes based on sound information and clear judgment.

Condition of employment:

The position of State Vice President is elected each year at the Annual General Meeting of the State Committee. It is a voluntary position.

Tasks of State President:

- In the absence of the President, shall be the Chief Executive member and spokesperson of the Federation with the authority to convene ordinary and extraordinary meetings of all or any sub-committee.
- In the absence of the President, shall act as the Federation's representative at official functions.
- Assist the President to develop and maintain strategic direction of AUFQ in conjunction with State Executive Director and State Committee.
- Maintain a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.

5.3 Executive Director – Position Description

Position: AUFQ Executive Director

Location: Own Home & Relevant Meetings in the Community

Responsible to: President and State Committee - AUFQ

Purpose of the position:

The position of the State Executive Director is to provide administrative and financial/account keeping responsibilities to relevant stakeholders. In addition the position requires the development and maintenance of the strategic direction of AUFQ which is in-line with the yearly outcomes required by the Department of Communication and Information, Local Government, Planning and Sport (DCILGPS). Further, liaison with relevant stakeholders and the organisation of committee meetings is also required.

Condition of employment:

The position of State Executive Director is dependent on funding from DCILGPS. Current funding for the position is presently \$14 000, and will be reviewed by the committee yearly. This amount includes superannuation and workcover. Hours of work are approximately 12 hours per week, this may include working some weekends and after hours.

General Tasks of Executive Director:

- Provision of administrative and financial support to commissions and clubs
- Maintain insurance for AUFQ and affiliated clubs
- Maintain memberships and membership database for AUFQ and affiliated clubs
- Provide relevant reports to government, AUFQ and affiliated clubs
- Organise relevant committee meetings
- Maintain the financial records of the organization
- Ensure the future financial stability and growth of the organization through appropriate financial management (budget – cash flow forecasts)
- Communicate the financial position of the organization on request and at all the organisation's operational meetings
- Allocate tasks and standards of cash management as appropriate to others, such as committee members and registration/event/fundraising officers
- Develop and maintain strategic direction of AUFQ
- Facilitate the achievement of outcomes required by DCILGPS
- Liaison with government, commissions, affiliated clubs and national members
- Provision of submissions to government, philanthropic organisations

5.3.1 Primary Functions Executive Director

Daily

- Liaison with government, commissions, affiliated clubs and national members
- Collect and record mail
- Download read and reply to emails
- Forward relevant correspondence to committee members and clubs
- Receive incoming calls in relation to AUFQ business, evaluate requests and follow up or forward to relevant commissioner, resolve queries

Weekly

- Deposit cheques received
- Research new grants on line
- Update club contacts
- Process memberships club/individual
- Follow up on our grants in process.
- Send out reminders to clubs in relation to memberships/contact details.
- Follow up on club requests for info/training/reports
- Follow up on Sport and Rec requests
- Communicate with National Body
- Seek approval for payments – follow up to get replies from committee
- Complete and update files
- Research and process requests from clubs
- Communicate with clubs and committee members

Monthly

- Reconcile all bank accounts
- Download Online membership payment reports
- Process Commission fees into Commission accounts
- Process reimbursements
- Process payments
- Provision of submissions to government, philanthropic organisations

Quarterly

- Process Executive Director wages/Tax/Superannuation
- Check budget position
- Complete Sport and Rec Grant related reports
- Organize Have a Go – Attend and run them
- Attend Sport and Rec seminars
- Organize Executive meeting
- Send out emails
- Organize venue
- Type up minutes
- Type up agenda
- Organize accommodation
- Organize travel where required
- Print up relevant documentation

Twice a year or when required

- Complete grant applications
- Research what is needed/wanted
- Get quotes
- Request support letters
- Convene with other organization re grant structure
- Meet with Sport and Rec. re grants.
- Complete acquittals for grants
- Meet with committee re grant requests
- Follow up grant processes/position
- Write grant application
- Check on and order promotional materials
- Organize teleconferences

Yearly

- Organize AUFQ AGM
- Send out notice of meeting
- Organize venue
- Organize transport
- Organize accommodation
- Organize catering
- Send out for Agenda items
- Type up agenda
- Type up minutes
- Print up all reports
- Purchase stationary
- Do up presentation packs for AGM
- Follow up on RSVP's
- Coordinate event
- Complete yearly Sport and Rec. reports
- Prepare documents for Audit
- Prepare Executive Directors documents for AGM
- Follow up on Insurance policies
- Send out reminder to clubs for Club fees
- Print out and send out Insurance certificates to clubs
- Follow up on KPI's for Sport and Rec. grant acquittals

This position requires the person to have the following skills:-

- A sound knowledge of Quick books
- An understanding of Book keeping and accounting procedures
- The ability to complete Microsoft documents including Excel, Word, Access, Internet Explorer
- Reliable internet access
- The time and ability to access and reply to emails within 48hrs
- Be on call 7 days a week
- Have a room large enough for office equipment – photocopier/desk/filing cabinets
- Be prepared to attend AUFQ meetings minimum of 4 times a year
- Available to attend Sport and Rec. workshops and meetings in Brisbane 3 – 6 times a year
- Ability to coordinate travel and accommodation for meetings
- Good communication skills
- A knowledge of the AUF Structure and sporting commissions
- The position takes a minimum of 10 hrs a week averaged out over the year

5.4 Recreational Scuba and Snorkelling Commissioner – Position Description

Position: Chairperson of Recreational Scuba and Snorkelling Commission

Location: Own Home & Relevant Meetings in the Community

Responsible to: State Committee

Purpose of the position:

The position of the Commissioner of Recreational Diving Commission is to provide leadership, support and representation of Recreational Diving Commission to the State committee, Scuba divers, government authorities and other relevant stakeholders. Liaison with relevant stakeholders and attendance at State AUFQ committee meetings is also required.

Condition of volunteer employment:

The position of Commissioner of Recreational Diving Commission is elected each year at the Annual General Meeting of the State Committee. It is a voluntary position.

Tasks of Chairperson of Recreational Diving Commission:

- Shall be entirely responsible for liaison between clubs and the corresponding Technical and Sporting Committees of the Australian Underwater Federation.
- Empowered to select representative State teams according to the Rules, Regulations and AUFQ.
- Shall act as the Recreational Diving Commissions' representative at official functions.
- Inform and liaise with State Committee regarding.
 - government grant proposals and expenditure.
 - the status of Scuba & snorkel diving in Queensland.
 - proposals for promoting Scuba & snorkel diving in Queensland and safety.
 - Promote Scuba and Snorkel diving in Queensland.

Encourage Scuba & Snorkel diving and participation in diving in Queensland.

5.4.1 Primary Functions - Recreational SCUBA and Snorkelling Commissioner

The recreational Scuba and Snorkeling Commissioner of the Australian Underwater Federation Queensland offers the dive clubs and members the following services:-

- A collective representation to Government and other organizations for input with regard to all issues that effect divers and diving activities in Queensland.
- A forum for the exchange and sharing of ideas and information that will benefit members.
- Information with regard to discounts of goods and services that have been negotiated for members.
- A central point for clubs to publish relevant information about their club / association.
- Access to public liability insurance.
- The recreational Scuba & Snorkelling commissioner is also involved in the "Have a Go" program. The Department of Sport and Recreation Queensland has sponsored this program which enables Queenslanders in remote and rural areas to experience recreational Snorkeling and SCUBA, free of charge in their local area.

5.5 Spearfishing Commissioner – Position Description

Position: Chairperson of Spearfishing Commission

Location: Own Home & Relevant Meetings in the Community

Responsible to: State Committee, Spearfishing Commission

Purpose of the position:

The position of the Commissioner of Spearfishing Commission is to provide leadership, support and representation of Spearfishing Commission to the State committee, Spearfishers and relevant stakeholders. Liaison with relevant stakeholders and attendance at State AUFQ committee meetings is also required.

Condition of employment:

The position of Commissioner of Spearfishing Commission is elected each year at the Annual General Meeting of the State Committee. It is a voluntary position.

Tasks of Commissioner of Spearfishing Commission:

- Shall be entirely responsible for liaison between clubs and the corresponding Technical and Sporting Committees of the Australian Underwater Federation.
- Empowered to select representative State teams according to the Rules, Regulations and By-laws and other sections of the National Spearfishing Rules.
- Shall act as the Spearfishing Commissions' representative at official functions.
- Inform and liaise with State Committee regarding
- government grant proposals and expenditure.
- the status of Spearfishing in Queensland.
- proposals for promoting Spearfishing in Queensland.
- Ensure competitive Queensland spearfishers are Australian Spearfishing Commission members.
- Promote spearfishing in Queensland.

Encourage spearfishing competitions and participation by Queenslanders.

5.5.1 Primary Functions - Spearfishing Commission

The Spearfishing Commission provides a unified voice to represent the interests of spearfisher's in Queensland. Purpose of the Commission and member benefits:

- Provide a unified voice to represent the interests of spearfisher's in Queensland.
- Liaise with members, spearfishing clubs and other spearfisher's on matters affecting spearfishing activities.
- Develop and promote responsible spearfishing in Queensland.
- Encourage and assist in organizing state spearfishing competitions.
- Develop and promote spearfishing interests through partnerships with industry and government, and through education.
- Access to public liability insurance.
- Provide unified and coordinated action by working in concert with the National AUF Spearfishing Commission.

5.6 Underwater Hockey Commissioner – Position Description

Position: Commissioner of Underwater Hockey Commission

Location: Own Home & Relevant Meetings in the Community

Responsible to: State Committee, Underwater Hockey Commission

Purpose of the position:

The position of the Commissioner of Underwater Hockey Commission is to provide leadership, support and representation of Underwater Hockey Commission to the State committee, UWH players, and relevant stakeholders. Liaison with relevant stakeholders and attendance at State AUFQ committee meetings is also required.

Condition of employment:

The position of Commissioner of Underwater Hockey Commission is elected each year at the Annual General Meeting of the State Committee. It is a voluntary position.

Tasks of Commissioner of Underwater Hockey Commission:

- Shall be entirely responsible for liaison between clubs and the corresponding Technical and Sporting Committees of the Australian Underwater Federation.
- Empowered to select representative State teams according to the Rules, Regulations and By-laws and other sections of the Underwater Hockey Constitution.
- Shall act as the Underwater Hockey Commissions' representative at official functions.
- Inform and liaise with State Committee regarding:
 - government grant proposals and expenditure.
 - the status of Underwater Hockey in Queensland.
 - proposals for promoting Underwater Hockey in Queensland.
- Ensure competitive Queensland underwater hockey players are Australian Underwater Hockey Commission members.
- Promote underwater hockey in Queensland.

Encourage underwater hockey competitions and participation by Queenslanders.

5.6.1 Primary Functions - Underwater Hockey Commissioner

The Underwater Hockey Commissioner facilitates underwater hockey activities at the local, club, state and national levels.

- Access to public liability insurance.
- The recreational underwater hockey commission is also involved in the "Have a Go" program. The Department of Sport and Recreation Queensland has sponsored this program which enables Queenslanders in remote and rural areas to experience underwater hockey, free of charge in their local area.
- Provide a unified voice to represent the interests of underwater hockey participants in Queensland.
- Liaise with members and clubs on matters affecting underwater hockey activities.
- Where necessary coordinate the purchase of safety equipment.
- Encourage and assist in organizing state and interclub competitions.
- Promote coaching and refereeing development.
- Provide unified and coordinated action by working in concert with the National AUF underwater hockey commission.

5.7 Director of Coaching – Position Description

Position: Director of Coaching

Location: Own Home & Relevant Meetings in the Community

Responsible to: State Committee, State Executive, Commission Chairpersons

Purpose of the position:

The position of the Director of Coaching is to organise and provide coaching support to the State committee, Commission members of Underwater Hockey, Spearfishing, Finswimming and SCUBA and Snorkel, and relevant stakeholders. Liaison with relevant stakeholders and attendance at State AUFQ committee meetings is also required.

Condition of employment:

The position of Director of Coaching is elected each year at the Annual General Meeting of the State Committee. It is a voluntary position.

Tasks of Director of Coaching:

- Shall be entirely responsible for liaison directly with the National Director of Coaching.
- Shall be entirely responsible for liaison directly with Commissioners of each commission.
- Will assist the State President and the State Executive with the furtherance of underwater sports in Queensland, and in particular the competitive and coaching aspects.

Should any coaching or refereeing courses be organised they should comply with the Australian Quality Training Framework (AQTF) *N.Q.S system* where possible.

5.7.1 Primary Functions - Director of Coaching

The Director of Coaching facilitates Coaching and training activities at the local, club, and state and levels.

- Access to public liability insurance.
- The Director of Coaching is also involved in the "Have a Go" program. The Department of Sport and Recreation Queensland has sponsored this program which enables Queenslanders in remote and rural areas to experience underwater activities, free of charge in their local area.
- Provide a unified voice to represent the interests of Coaches in Queensland.
- Liaise with members and clubs on matters affecting Coaching and Training.
- Where necessary coordinate the purchase of safety equipment.
- Encourage and assist in organizing AUFQ member and club training.
- Promote coaching and refereeing development and improvement.
- Provide unified and coordinated action by working in consultation with the National AUF Director of Coaching.
- Should any coaching or refereeing courses be organised they should comply with the Australian Quality Training Framework (AQTF) *system* where possible.

5.8 Environmental Management Officer – Position Description

Position: Environmental Management Officer

Location: Own Home & Relevant Meetings in the Community

Responsible to: State Committee,

Purpose of the position:

- Ensure that commissions are aware when policy changes are taking place, AUFQ commissions have representation, equally on Stakeholder groups.
- Advise commissioners of a date to have documentation reports from their commission returned for committee consideration.
- Where commonalities exist, collate this information into one document.
- Forward document to commissions for review
- If necessary call a meeting to produce a joint submission and discuss common/non-common areas.
- Facilitate the preparation of an AUFQ submission based on the commonalities within the commissions, and to be endorsed by the executive before submission.
- The Environmental Management Officer will not make any public comments, all communication sent out must be endorsed by the Executive.

Condition of employment:

The position of Environmental Management Officer is appointed each year at the Annual General Meeting of the State Committee. It is a voluntary position.

5.9 Records Officer – Position Description

Position: State Records Officer

Location: Own Home & Relevant Meetings in the Community

Responsible to: State Committee, State Executive, Commission Chairpersons

Purpose of the position:

The position of the State Records Officer is responsible for the upkeep, maintenance and distribution of all sporting records, pertaining to activities of AUFQ. Liaison with relevant stakeholders and attendance at State AUFQ committee meetings is also required.

Condition of employment:

The position of Records Officer is elected each year at the Annual General Meeting of the State Committee. It is a voluntary position.

- Entirely responsible for the upkeep, maintenance and distribution of all sporting records including:
- All records of Queensland Underwater hockey, spearfishing and finswimming Championships
- Spearfishing record weights
- Records of any Sporting Competitions held under the auspices of the Federation
- All past and present holders of State Titles
- All past and present holders of Perpetual Trophies
- Donors of Trophies
- Any other appropriate records and the general history of the Federation.
- Liaison between Queensland Clubs , the AUFQ and the AUF on matters concerning records.
- Recalling Perpetual Trophies no later than forty (40) days before the trophies shall be contested.
- Responsible for movement, cleaning, repairing, replacement and engraving of all trophies.
- Receiving applications for perpetual awards, both State and National.
- Submissions to the State Committee of any nominations for State and National perpetual awards.
- Regular distribution of reports of record lists, competition results, applications by record and awards and details of any event of significance to members of the Federation.
- Consideration and notification of all record applications.
- Shall be entirely responsible for liaison directly with Commissioners of each commission.
- Will assist the State President and the State Executive with the furtherance of underwater sports in Queensland, and in particular the competitive and coaching aspects.

5.10 Volunteer – Position Description

Position: Volunteer

Location: Own Home & Relevant Meetings in the Community

Responsible to: State Committee

Purpose of the position:

- Support the Executive Committee of the AUFQ. Ensure that all members of the AUFQ are aware of the policy and procedures of AUF, AUFQ, and commissions
- To promote the conservation of marine flora and fauna.
- Support the committee to promote and develop all aspects of underwater activities.
- Treat people's property with respect and due consideration of its value.
- Promote and actively implement risk management policies and procedures within the AUFQ, and clubs.
- Respect the confidentiality of information which they receive in the course of fulfilling their duties.
- Uphold the standing and reputation of the Australian Underwater Federation within Australia.
- Accord people involved in underwater activities with the appropriate courtesy, respect and regard for their rights and obligations, and in turn be treated the same by the committee.

Condition of employment:

The position of Volunteer with the Australian Underwater Federation Queensland is an unpaid position. All Volunteers are expected to abide by the AUF and the AUFQ rules and Policies and Procedures.