



Committee Roles and Responsibilities

Executive Committee (President, Vice President, Secretary, Treasurer)

Has the authority to vote on and make interim decisions on issues that need to be addressed in a timely manner meaning they can't be discussed at a full Committee Meeting due to time frame.

President

- Be Club Contact with Association
- Chair monthly Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes and financial purposes
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution

Work with the Committee to ensure:

- The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
- Serve as a spokesperson for the Club when required
- Communicate regularly and systematically with the Presidents of the member Clubs, the league, association and or parent body.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.

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.

- In the event of the President being unable to fulfill his/her duties to step into that role including chairing meetings
- Be an alternate signatory for the Club for legal purposes and financial purposes
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committee
- Represent the Club at meetings and forums as agreed with by the President
- Other duties as nominated by the President and / or Committee

Secretary

- Public Officer
- Maintain committee and club records

- Manage Minutes of Committee meetings including recording the Minutes and distributing to committee members prior to the next scheduled meeting. And signing a copy of the final approved Minutes and ensuring that the signed copy is filed appropriately.
- Keeping any tended reports by Office Bears with the appropriate minutes.
- Develop meeting agendas in consultation with other Committee members and distribute prior to the meeting
- Be familiar with all current Club documents
- Ensure that the records of the Club are maintained as required by law and made available when required by authorized persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- Keep an up to date record of committee members, coaches and team managers including copies of current Working with Children's Checks
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and Club meetings as specified in the rules
- 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
- Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards

Treasurer

- Provide Team Managers with Games fees each 4? weeks
- Provide advice to the Committee in their management of the Club finances
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Monthly financial reports – present at monthly committee meetings
- Issue yearly or ½ yearly membership fee
- Be a signatory on club account
- Support any required auditing processes

Offices Bearers

Registration Officer

- Attend monthly meetings
- Register Teams on Sporting Pulse within Association timelines
- Register new players online
- Manage team lists – number of players / new members
- Respond to registration enquiries
- Keep player information and details up to date
- Distribute Team list to Coaching Liaison and Team Managers Liaison

Communications Officer

- Attend monthly committee meetings
- Write monthly newsletter
- Keep Web Site and Facebook pages up to date including team lists, fixtures, contact details, newsletters, registration link (Sportingpulse), Meeting minutes.

Coach Liaison

- Attend monthly committee meetings
- Report to committee any issues / information as required
- Be point of contact for coaches
- Find replacement for training or game day if necessary
- Communicate with Coaches re any information pertinent to their team
- Propose to committee appointment of coaches each season
- Organise training days, times and courts each season

Team Manager Liaison

- Attend monthly committee meetings
- Report to committee any issues / information as required
- Make up and provide Team Managers with folders.
- Communicate with Team Managers re any info that needs to be passed onto Teams.
- Be point of contact for Team Managers for any questions.
- Find replacement for training or game day if necessary

Fundraising (Sub Committee)

- Representative to attend monthly committee meeting
- Report to committee details of fundraising events
- Suggest and research different fundraising ideas
- Organise fundraising events – distribute to Team Managers (Liaison) information for players
- Collect money for banking

Uniform Officer

- Attend Committee meetings at beginning and end of each season
- Order uniforms as required
- Sell uniforms to new players or resizing
- Manage list of player numbers

Merchandise Officer

- Attend Committee meetings at the beginning and end of each season
- Distribute Merchandise order forms to Team Managers.
- Collect order and money
- Place merchandise order
- Distribute orders to Team Managers
- Propose new merchandise available to committee

Team Selection (Sub Committee)

- Organise Team try outs
- Grade players accordingly when more than one team available in one age group
- Take team proposal to committee for approval