

# POSITION DESCRIPTIONS

## **Role of President**

Charged with providing leadership and direction to the Committee. The President is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the club. He/she also works to optimize the relationship between the Committee, players, volunteers and other members, and to achieve the club's agreed goals. The President is generally the spokesperson for the club and should work to maintain key relationships within and outside of the club.

## **Role of Vice President**

The Vice President is responsible for assisting the President to fulfill his/her responsibilities for the governance and success of the club.

## **Role of Treasurer**

The Treasurer is responsible for the financial supervision of the club to allow the Committee to provide good governance of the club. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the organisations financial future and monitoring the organisations revenue and expenditure. It is desirable that the treasurer is well organized and possesses a level of financial expertise.

## **Role of Secretary**

The Secretary is responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary's tasks are to prepare agendas, prepare and distribute minutes, receive and disseminate correspondence to and from the club etc.

## **Role of Social/Fundraising Convenor**

The social convenor is responsible for enhancing the social environment of the club. This is done through arranging various social activities, which bring about togetherness and the wellbeing of all involved. The convenor shall organise club events, prepare social calendar, promote events and book venues.



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## **Role of Statistician**

The role of club statistician is to record and collate the games statistics for our players competing in the senior rosters.

## **Role of Website Coordinator**

The Website Coordinator is responsible for developing and maintaining the clubs website. He/she must ensure that all information on the website is accurate, up to date and in no way offensive. The website should promote a family friendly club.

## **Role of Social Media Coordinator**

The Social Media Coordinator is responsible for developing and maintaining the clubs social Media pages. He/she must ensure that all information posted must be accurate, up to date and in no way offensive. Postings should promote a family friendly club.

## **Role of Coaching Club Coordinators (Junior/Senior)**

The coordinators are responsible for: -

- Mentoring and/or supporting coaches as required.
- Overseeing all relevant teams.
- Liaising with coaches to ensure selections are made to develop players and current/future teams.
- Ensure club policies are maintained.

