



## **ROLES AND RESPONSIBILITIES OF SPORTING CLUB COMMITTEES**

---

**Roles and responsibilities of a Sporting Club Committee**

### **What is the role of the Committee?**

A Club Committee is the group of people, elected according to the rules or constitution of the Club to run the Club on behalf of the members and to plan strategically and implement measures to ensure the sustainable future of the Club.

### **Responsibilities of the Committee?**

There are many duties to be covered by a sporting Club Committee, some of those include:-

- Comply with all legislation, especially:
  - Association Incorporation legislation
  - Member protection, welfare and safety
  - Fund-raising legislation
  - Food handling legislation
  - Liquor licensing laws
- Ensure the Club is run according to its rules (constitution), purpose, policies and procedures – if you are on the Committee it is *really important* that you have a copy of the rules, understand them thoroughly and run your Club according to them. In many cases the Club rules will also define additional responsibilities for the Committee and its office holder.
- Oversee the financial affairs of the Club, ensuring the Club stays solvent (which simply means being able to pay your Clubs bills as and when they become due).
- Ensure the sustainability of the Club- most people link Club sustainability simply to financial sustainability, but it also relates to ensuring the Club has a sustainable number of participants and volunteers, access to suitable facilities as and when you need them (both for social activities and sport participation) and often overlooked but vitally important is community support.
- Create and manage a risk management plan that minimises risks associated with Club all Club activities, not just the sporting risks
- Plan, define and deliver the Club's objectives and strategic *plan for the future*
- Create your Club culture and ensure expectations are met
- Ensuring the sporting, competitive and social needs of members are met
- Recruiting, empowering, recognising, rewarding and maintaining Club volunteers
- Creating and implementing a succession plan for all roles within the Club, ensuring that the next generation of volunteers are being identified, developed and trained
- Regularly communicate with Club members
- Collect, protect, maintain and hand over critical Club information from one year to the next

Sports Club Committees carry not only the hopes, dreams and expectations of the Club members but also a lot of responsibility. If the Committee is also doing most, if not all, the day-to-day work around the Club (as happens in most Clubs) then chances are it does not have time to focus on the Committee's broader responsibilities or delivery of the Club's strategic objectives.

A Committee doing "all the work" is likely to suffer burn-out and rarely is it preparing the next generation of volunteers so make sure one of the key focuses of your Committee is to create a culture of volunteering at your Club.

# EXECUTIVE COMMITTEE ROLES

A Clubs' Constitution **may define** the Executive Committee as being made of 7 or more positions.

These essential positions are as follows: -

**President**

**Vice-President**

**Secretary**

**Treasurer**

**Registrar**

**General Committee Positions x 2**

# President

The President is primarily responsible for ensuring the Club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

## Knowledge

To successfully undertake the role of President the roles requires the person:

- ☐ To be well informed of all Club activities, especially those of all Sub-Committees
- ☐ Have a good working knowledge of the constitution, Club rules and by laws, policies and procedures as well as the duties of all office holders
- ☐ Strong understanding of the legal and compliance obligations of running the Club

## Governance

Key governance responsibilities include ensuring the Club:

- ☐ Defines and documents its Club culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers
- ☐ Ensures the Club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- ☐ Implements strong financial controls to protect the cash and assets of the Clubs as well as the volunteers handling the cash
- ☐ Ensures the Committee receive regular and accurate financial reporting, budgets and cash flow projections
- ☐ Ensure compliance and legislative obligations are met
- ☐ Ensure the health and safety of all Club participants
- ☐ Ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures
- ☐ All Club positions, roles and sub Committees have regularly reviewed position descriptions or terms of references
- ☐ All Club activities are documented in operations manuals, policies and procedures
- ☐ Volunteers are trained and supported throughout the year to undertake their roles successfully

## Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a Club President including:

- ☐ Setting the Agenda for each Committee and general meeting, including the Clubs Annual General Meeting
- ☐ Chair all Committee Meetings
- ☐ Chair the Annual General Meeting
- ☐ Act as a spokesperson for the Club and represent it locally, regionally and nationally as required
- ☐ Regularly liaise with Sub-Committees to ensure they receive assistance and support as and when they need it
- ☐ Ensure that all sub-Committees are regularly reporting to the Committee.
- ☐ Liaise with all relevant stakeholders/sponsors
- ☐ Ensure Committee members, team managers and coaches fulfil their responsibilities to the Club.
- ☐ Ensure the key stakeholder/sponsor relationships of the Club are maintained and nurtured

## **Requirements**

The President is expected to:

- ☐ Act in the best interest of the members at all times
- ☐ Attend all Committee meetings
- ☐ Undertake the role in good faith and honesty

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other Committee members.

## **End of year Hand Over - Updating key documents**

At the end of each year a key activity of the President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

## **Induction of the incoming President**

An important responsibility of outgoing President is to train, mentor and support the incoming President.

## **Essential Skills and Requirements**

- ☐ Must hold or be willing to apply for a current volunteer's "working with children" check
- ☐ Can communicate effectively
- ☐ Can oversee organisational activities
- ☐ Is aware of the future directions and plans of members
- ☐ Has a good working knowledge of the rules of the Club and the duties of all office holders and sub-Committees
- ☐ Is a strong supportive leader for all member's
- ☐ Able to chair Committee or executive meetings
- ☐ A good understanding of the sporting and competition requirements at local, regional and higher levels
- ☐ Unbiased and impartial on all issues
- ☐ Receptive to change and able to adapt as the Clubs needs change
- ☐ Dedicated Club person

# Secretary

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the Club is run according to these core requirements at all times.

The Club Secretary is generally the Clubs nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the Club Officer responsible for managing, collecting, reviewing and disseminating the Club's information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key Club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming Committee and relevant volunteers.

## Legislative responsibilities

The secretary will also act as the "Public Officer" of the Club so generally becomes the Clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

- ☐ Notifying the relevant government body of their appointment
- ☐ Lodging on behalf of the Club all reports and notices as required by the relevant Incorporated Associations Act
- ☐ Maintaining the Club's membership database

## Meetings

- ☐ In conjunction with the President, schedule all Committee meetings and general meetings (including the Annual General Meeting) as early as possible
- ☐ Prepare and circulate, at least 4 days prior to each Committee meeting the Agenda and supporting reports, required to be considered by the Committee
- ☐ Take the meeting Minutes of each Committee and general meeting, circulating them within 4 days of the meeting to relevant people
- ☐ Prepare and circulate according to the Club Rules, the notice convening the Annual General Meeting, ensuring all members are invited
- ☐ If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met
- ☐ Maintain the minute book of Club Committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

## Communication

- ☐ Handle all general Club correspondence, responding to any correspondence as required or forwarding to relevant Committee member
- ☐ Oversee and co-ordinate the Club's communication strategy – Database
- ☐ Be the Clubs point of contact for key stakeholders including, local council, local association and peak sports bodies

## Knowledge Management

- ☐ Maintain a register of the latest version of all Club documentation including but not limited to the Club Rules, all policies and procedures, by laws, position descriptions, Sub-Committee terms of reference, coach and player development plans etc.
- ☐ Maintain a register of all marketing material relating to the Club's activities (letterhead, logos, posters, brochures etc.)
- ☐ Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting
- ☐ Co-ordinate the induction training for the incoming Committee, Sub-Committees, coaches, managers and volunteers

## Succession Planning

A key responsibility of the Club Secretary is to ensure that at the end of their term a new Secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple Assistant Secretaries who will be delegated tasks and responsibilities of the Secretary. The Secretary will ensure that when delegating tasks to Assistant Secretaries that:

- ☐ Expectations are clearly defined
- ☐ The Assistant Secretaries have been adequately trained
- ☐ The Secretary provides continual monitoring and support

### **Requirements**

The Secretary is expected to:

- ☐ Act in the best interest of the members at all times
- ☐ Attend all Committee members
- ☐ Undertake the role in good faith and honesty
- ☐ Hold or willing to apply for a current volunteer's "working with children" check

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club President of the conflict who will immediately inform all other Committee Members.

### **End of Year Handover -**

#### **Updating key documents**

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the Club information register prior to the Annual General Meeting each year.

#### **Induction of the incoming Secretary**

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary.

# Vice President

The role of Vice President generally is to work closely with and support the Club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason (in accordance with Club rules). The Vice President should also provide the President with assistance to develop and implement strategic planning and setting long term goals for the Club.

The role of Vice President is the ideal position for those considering becoming Club Presidents in the future, as the Vice President should work closely President to support them to undertake the leadership and governance responsibilities of the Club.

## Knowledge

To successfully undertake the role of Vice President the roles requires the person:

- ☐ To be well informed of all Club activities, especially those of all sub Committees
- ☐ Have a good working knowledge of the constitution, Club rules and by laws, policies and procedures as well as the duties of all office holders
- ☐ Strong understanding of the legal and compliance obligations of running the Club

## Governance

The Vice President will assist the President ensure the Club undertakes its key governance responsibilities include ensuring the Club:

- ☐ Maintains great Club culture and ensures new members are given guidance and support
- ☐ Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- ☐ Has strong financial reporting, budgets and cash flow projections to support future goals
- ☐ Ensure compliance of all obligations and the health and safety of all Club participants
- ☐ Ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures
- ☐ All Club positions, roles and Sub-Committees have regularly reviewed position descriptions or terms of references
- ☐ Volunteers are trained and supported throughout the year to undertake their roles successfully

## Meetings, communication and key relationships

The Vice President will:

- ☐ Assist the President to set the Agenda for each Committee meeting and general meeting, including the Clubs Annual General Meeting

In the absence of the President, the Vice President will:

- ☐ Chair Committee meetings
- ☐ Chair the Annual General Meeting
- ☐ Act as a spokesperson for the Club and represent it at locally, regionally and nationally as required
- ☐ Ensure all responsibilities of the President are undertaken as required

## Requirements

The Vice President is expected to:

- ☐ Act in the best interest of the members at all times
- ☐ Attend all Committee Meetings
- ☐ Undertake the role in good faith and honesty

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other Committee members.

## End of Year Hand Over - Updating key documents

At the end of each year a key activity of the Vice President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Vice President**

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

### **Essential Skills and Requirements**

- ☐ Hold or willing to apply for a current volunteer “working with children” check
- ☐ Can communicate effectively
- ☐ Can oversee organisational activities
- ☐ Has a good working knowledge of the rules of the Club and the duties of all office holders and subCommittees
- ☐ Able to chair Committee or executive meetings if required
- ☐ A good understanding of the sports requirements at local, regional and higher levels
- ☐ Ability to remain unbiased and impartial on all issues
- ☐ Receptive to change
- ☐ Dedicated Club person

# Treasurer

The Treasurer is responsible for ensuring the Committee is empowered to manage the financial affairs of the Club, is responsible for protection of the Club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the Club's accounts and producing the Club's financial reports for presentation to the Committee, the members at the Annual General Meeting, as well as complying with all financial reporting obligations contained in the Club rules and the Incorporated Associations legislation.

## **Empowering the Committee to manage the financial affairs of the Club**

- ☐ Record all financial transactions in the Clubs accounting system as well as maintaining a list of Club assets and liabilities
- ☐ Assisting in the preparation of Cashflow projections/budgets as part of the strategic planning
- ☐ Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the Committee to review and take action in a timely manner
- ☐ Provide a list of payments for the previous month to the Committee each Committee meeting
- ☐ Provide a list of revenues outstanding and payments to be made to the Committee each Committee meeting

## **Protect the Club's assets, cash and the volunteers who manage them**

- ☐ Implementing financial management procedures which protect both the Club's funds and assets and the volunteers who handle them
- ☐ Control the Club bank account(s), ensuring only those authorised are bank account signatories
- ☐ Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- ☐ Ensure as much revenue as possible is collected using online payments
- ☐ Ensure all approved expenditure is paid as when it falls due
- ☐ Ensure all moneys due to the Club are collected

## **Financial reporting**

- ☐ Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- ☐ Produce the Financial Report to members to be presented at the Annual General Meeting
- ☐ Undertake all legislatively required reporting and submissions

## **Essential Skills**

- ☐ Enthusiastic and well organised
- ☐ Ability to keep concise financial records in the Clubs accounting system
- ☐ Ability to allocate regular time periods to maintain the financial records of the Club
- ☐ Diligent with receipts and money
- ☐ Ability to work in a logical and orderly manner
- ☐ Honest and trustworthy
- ☐ Financial accounting or book keeping experience preferred
- ☐ Adequate Computer skills

## **Requirements**

The Treasurer is expected to:

- ☐ Act in the best interest of the members at all times
- ☐ Attend all Committee Meetings
- ☐ Undertake the role in good faith and honesty
- ☐ Hold or willing to apply for a current volunteers "working with children" check

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Secretary of the conflict who will immediately inform all other Committee members.

#### **End of Year Hand Over - Updating key documents**

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

#### **Induction of the incoming Treasurer**

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.

Assist the incoming Treasurer in completing all necessary paperwork for Bank Log in and access to accounts and adding new signatories to the accounts, together with removal of outgoing treasurer from signatory access.

# Registrar

The role of the Club Registrar is to supervise and be responsible for the proper registration of all members within the Club. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details and maintaining up to date records for each member. Assisting members with their registration if required. Approving registrations in My Sideline.

## Knowledge

To successfully undertake the role of Registrar the roles requires the person:

- ☐ To be well informed of all Club activities and work closely with the Club members
- ☐ Have a good working knowledge of the constitution, Club rules and by laws, policies and procedures as well as the duties of all office holders
- ☐ Have a strong understanding of the legal and compliance obligations of running the Club
- ☐ Reasonable Financial skills/knowledge
- ☐ Must have adequate computer skills
- ☐ Report writing skills for General Committee reports
- ☐ Knowledge of My Sideline and approving registrations and lodging transfer applications

## Responsibilities

- ☐ Assist Committee in review of membership fees and arrangements for the ensuing season for consideration
- ☐ Prepare, update and circulate membership documents as required
- ☐ Ensure registration has been completed correctly for each member
- ☐ Update details of existing members where required
- ☐ Provide the Committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting
- ☐ Provide all members' details to the Secretary to maintain the Club database
- ☐ Process registrations via My Sideline as required
- ☐ Provide new member details to Team Managers and ensure proper initiation procedures are followed for new members
- ☐ Maintain up to date record of member details and provide regular updates to Team Managers for their records
- ☐ Maintain a Key register.
- ☐ Assist with development of strategies for the ongoing expansion of the membership base of the Club

## Meetings, communication and key relationships

The Registrar will:

- ☐ Support the Team Managers in the induction of new members
- ☐ Liaise with the Team Managers to ensure the new members understand training and game day processors
- ☐ Provide regular updates at General Meetings regarding the current status of membership numbers
- ☐ Liaise with the Club Committee regarding membership drives and incentives
- ☐ Liaise with the Treasurer regarding the payment of registration fees

## Requirements

The Registrar is expected to:

- ☐ Act in the best interest of the members at all times
- ☐ Attend all Committee members
- ☐ Undertake the role in good faith and honesty

If at any stage the Registrar becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other Committee members.

## End of Year Hand Over - Updating key documents

At the end of each year a key activity of the Registrar will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Registrar**

An important responsibility of outgoing Registrar is to train, mentor and support the incoming Registrar.

### **Essential Skills and Requirements**

- ☐ Passionate about the Club and dedicated to improving Club practices
- ☐ Be well organised and able to work under pressure, especially at the beginning of the season
- ☐ Adequate computer skills
- ☐ Can communicate effectively
- ☐ Hold or willing to apply for a current volunteer “working with children” check
- ☐ Has a good working knowledge of the rules of the Club and the duties of all office holders and Sub-Committees
- ☐ A good understanding of the sports requirements at local, regional and higher levels
- ☐ Receptive to change
- ☐ Dedicated Club person

# Support & Sub Committee Roles

**The 2 x General Committee Roles should select one of the following support roles to become their duty.**

The remaining support roles should be distributed amongst members willing to help out but not necessarily wanting to be on the Committee.

These roles will be overseen by the Committee Member assigned and they will assist if needed.

Many members may already have skills that will be useful in these roles.

Roles can be shared between multiple people if preferred.

# Sponsorship Coordinator

The role of the sponsorship co-ordinator is to attract and retain Club sponsors. The position has four key activities:

1. Creating sponsorship packages suitable for their community of local businesses
2. Engaging and encouraging the current Club participants to introduce sponsors to the Club from their network of friends and friends
3. Ensuring all sponsors are welcomed into the Club and included in Club activities
4. Ensuring all previous Club sponsors are invited back to the Club as sponsors for the upcoming year

**For help with establishing sponsorship contact The Sports Corp:**

<https://www.thesportscorp.com.au/>

## Prior to the season

- ☐ Review and if required develop sponsorship categories which seek to grow and expand the sponsorship base of the Club
- ☐ Provide the Committee with the recommendations for all sponsorship types and fees for the upcoming year
- ☐ Work with the Club Treasurer to accurately set sponsorship sales targets which will be reflected in the Club's budget
- ☐ Liaise with the President and Committee to ensure sponsorship fees reflect the current expectations of sponsors
- ☐ Create the sponsorship marketing information which can be provided to Club participants so they can sell sponsorships to their network of family and friends
- ☐ Have the Club website updated to reflect current sponsorship information.
- ☐ Ideally your Club will be able to sell sponsorship directly from the Club website
- ☐ Liaise with media coordinator to create posts that promote and sell the Club sponsorship
- ☐ Be the primary point of contact for all sponsorship enquires
- ☐ Assist with the collection of sponsorship applications and fees
- ☐ Provide details of sponsorship applications to the Secretary for maintenance in Club databases

## During the season

- ☐ Review sponsorship sales with the Treasurer to ensure the financial targets for sponsorship sales have been achieved and if not formulate corrective strategies.
- ☐ Review all sponsorship pledges to ensure all sponsorship fees have been received
- ☐ Ensure that all sponsorship inclusions (such as apparel, merchandise, tickets to events) have been provided
- ☐ Ensure sponsors receive recognition and acknowledgement certificates (or something similar) for their sponsorships which they can display in their workplace.

## Post season

- ☐ Ensure that all sponsors are personally thanked by the Club for their support throughout the year
- ☐ Seek feedback from key sponsors on how the Club can continue to create value for them for next year and beyond

## Essential Skills and Requirements

- ☐ Possess strong written and verbal communication skills along with a strong, persuasive personality
- ☐ Be creative and forward thinking in your ideas
- ☐ Need to be professional, friendly, organised, energetic and determined in attempting to land sponsors
- ☐ Ability to build a rapport with partners quickly
- ☐ In-depth understanding of what your Club has to offer sponsors and what they can deliver
- ☐ High level of attention to detail
- ☐ Strong organisational skills

**End of Year Hand Over - Updating key documents**

At the end of each year a key activity of the Sponsorship Manager will review and revise their position description to ensure it continues to reflect the requirements of the role. They must also ensure that the sponsorship database is updated with all information relating to Club sponsors including contact details and previous sponsorship inclusions.

The updated Position Description and sponsorship database must be provided to the Club Secretary prior to the Annual General Meeting each year.

#### **Induction of the incoming Sponsorship Manager**

An important responsibility of outgoing Sponsorship Manager is to train, mentor and support the incoming Sponsorship Manager. Ideally this would include introducing the incoming sponsorship manager to the Club's key major sponsors and formally handing over these important relationships to the incoming Sponsorship Manager.

# Media Coordinator

The Club Media Coordinator essentially creates the 'face' of the Club. Working very closely with the executive Committee to ensure the Club values and goals are always being portrayed accurately. Providing the information and stories for the local media such as local newspapers, local radio, The Cumberland Throw etc as well as Social Media coverage on Facebook and Instagram. Effective use of social media will also support and drive the achievement of many of the Club's goals and objectives.

## Responsibilities

- ☐ Build your Clubs audience on social media of people who genuinely follow and have an interest in your Club
- ☐ Build the sense of belonging between your Club and its (social media) supporters and followers
- ☐ Support the achievement of Club goals and objectives Identify the local media whom the Club would like to publish stories and identify the key reporters, producers and editors
- ☐ Understand how to submit stories to each of the key media outlets and when are their publication deadlines each week
- ☐ Co-ordinate the production and submission of weekly social media releases, which may include quotes, articles, videos and photographs
- ☐ Organises media coverage for publicity for Club milestones, events and activities
- ☐ Assist the President and Committee in promoting the Club in the local and wider community
- ☐ Prepares media kits, flyers or background information at the start of the year for upcoming events, activities and milestones.

## Essential Skills and Requirements

- ☐ Must be passionate about the Club and maintaining its reputation in the community
- ☐ Strong Communication skills
- ☐ Good networking and interpersonal skills
- ☐ Strong writing skills
- ☐ Good photography/videography skills
- ☐ Able to meet strict deadlines
- ☐ Strong understanding and involvement in all of the different Club activities
- ☐ Ability to engage people through social media without getting drawn into negative or personal discussions
- ☐ Strong understanding of the Club's social media policy/strategy
- ☐ Respectful and effective communication
- ☐ Understanding how to create memes, photos and video for use on social media
- ☐ Hold or willing to apply for a current volunteer "working with children" check

## End of Year Handover - Updating key documents

At the end of each year a key activity of the Media Manager will review and revise their position description to ensure it continues to reflect the requirements of the role, together with revision of the Clubs Social Media Policy.

The Media Manager should also update the local media register of important information about the key local media organisations, their respective deadlines and their reporters, producers and editors names and contact details.

The updated Position Description and local media register must be provided to the Club Secretary prior to the Annual General Meeting each year.

## Induction of the incoming Media Manager

An important responsibility of outgoing Media Manager is to train, mentor and support the incoming Media Manager. Provide log in details and update access for Social Media accounts.

# Equipment/Gear Officer

The primary role of the Equipment/Gear Officer is to maintain safe operation and longevity of Club equipment. The role generally encompasses the acquisition, management and protection of Club equipment. This is an important role and can be shared between more than one person if preferred.

## Responsibilities

### Prior to the season

- ☐ Undertake a review of all Club equipment and identify the Club's equipment needs for the upcoming season.
- ☐ Review all Club equipment from an operational and safety perspective. Repair equipment as required and disposing of equipment no longer usable. (Ensure the equipment register is updated for equipment no longer being used)
- ☐ Identify new equipment needs for the upcoming season, obtain quotes and seek approval from the Committee to purchase/obtain grants for the purchase of the equipment.
- ☐ Update the equipment register for all new equipment purchased
- ☐ Allocate Club equipment to appropriate Club officers, updating the equipment register to note who is now responsible for each piece of Club equipment
- ☐ Liaise with equipment suppliers for purchases and maintenance

### During the season

- ☐ Ensure those using Club equipment have been trained or qualified to do so
- ☐ Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition
- ☐ Ensure Club equipment not being used is stored in a manner conducive to its safe use and longevity

### Post season

- ☐ Collect all equipment to be stored during the off season (updating the equipment register)
- ☐ Review and repair any equipment requiring attention
- ☐ Follow up equipment not returned as required
- ☐ Notify the Committee of likely equipment requirements for the following year

### Essential Skills and Requirements

- ☐ Well organised
- ☐ Willing to follow up missing equipment
- ☐ Strong understanding of the equipment needs of the Club
- ☐ Well informed of all organisation activities
- ☐ Aware of the future directions and plans of members and the Club

### End of Year Handover - Updating key documents

At the end of each year a key activity of the Equipment Officer will review and revise their position description to ensure it continues to reflect the requirements of the role.

The equipment officer will also update the equipment register listing all the equipment the Club owns and where it is currently stored or who is in possession of equipment still in use.

The updated Position Description and equipment register must be provided to the Club Secretary prior to the Annual General Meeting each year.

### Induction of the incoming Equipment Officer

An important responsibility of the outgoing Equipment Officer is to train, mentor and support the incoming Equipment Officer.

# Uniforms and Merchandise Coordinator

The clothing, apparel and merchandise coordinator is responsible for the procurement, stock management and sales of all clothing, apparel and merchandise sold by the Club. Approval must be sought from the Committee for the purchase of new merchandise and race uniforms.

The primary function of the role is to maximize the revenue and sales of Club related clothing, apparel and merchandise sold each year. The position has key activities:

1. Liaising with the Committee regarding appropriate clothing, apparel and merchandise to be sold by the Club
2. Source appropriate products to be sold by the Club, including race uniforms
3. Manage the unsold stock (ensuring it does not become lost or obsolete)
4. Maximize the sales of the Club apparel, merchandise and clothing

## Responsibilities

- ☐ Review the apparel, clothing and merchandise sold by the Club in previous years, ensuring its suitability for the upcoming year
- ☐ Provide the Committee with the recommendations for all apparel, clothing and merchandise for the coming season
- ☐ Liaise with the President and Committee to ensure apparel, clothing and merchandise reflect the current opinions and functionality of race uniforms for Club members
- ☐ Work together with the sponsorship coordinator to ensure all uniform sponsorship obligations are met
- ☐ Work with the Club Treasurer to accurately set apparel, clothing and merchandise sales targets which will be reflected in the Club's budget
- ☐ Be the primary point of contact for all apparel, clothing and merchandise enquires
- ☐ Running of the Merchandise stall at appropriate events (if required)
- ☐ Ensure that all purchases throughout the year for apparel, clothing and merchandise have been paid for and outstanding funds collected and handed to the treasurer
- ☐ Be the initial point of contact for any issues or complaints from members concerning their apparel, clothing and merchandise.
- ☐ Liaising with apparel, clothing and merchandise suppliers as required
- ☐ Undertake a stocktake at the end of season & each Financial Year of the remaining apparel, clothing and merchandise, including any obsolete stock that should be written off, and provide a report to the treasurer
- ☐ Make recommendations to the Committee for any changes to the range of apparel, clothing and merchandise for next year

## Essential Skills and Requirements

- ☐ Understanding of the needs and tastes of the members and Club stakeholders
- ☐ Reasonable Financial skills/knowledge
- ☐ Must have adequate computer skills
- ☐ Report writing skills for General Committee reports
- ☐ Happy to talk to people and "sell" the apparel, clothing and merchandise
- ☐ Communicate effectively and possess good interpersonal skills
- ☐ Maintain confidentiality on relevant matters

## End of Year Hand Over - Updating key documents

At the end of each year a key activity of the apparel, clothing and merchandise Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

The apparel, clothing and merchandise coordinator should also update or create a list of the different apparel, clothing and merchandise sold throughout the season with the name and contact details of each of the suppliers. This list should also include any terms and conditions which the Club or the supplier needs abide by.

The updated Position Descriptions and additional information must be provided to the Club Secretary prior to the Annual General Meeting each year.

**Induction of the incoming Clothing Coordinator**

An important responsibility of outgoing Clothing Coordinator is to train, mentor and support the incoming apparel, clothing and merchandise coordinator.

# Social Events Coordinator

The role of the Social Events Coordinator is to coordinate the social activities of the Club. Ideally the social coordinator would work with the Treasurer to identify the budgets and if the event is to be used as a fundraiser or simply a good will Club event.

The Social Events Coordinator would work directly with the Committee and “recruit” groups (Sub-Committees) of people to assist in the development and successful implementation of each of the social activities.

## Responsibilities

- ☐ Work with the Club Treasurer to accurately set social activities fundraising targets which will be reflected in the Club’s budget
- ☐ Review the social activities from previous seasons and then determine the social activities for the upcoming season.
- ☐ Liaise with the President and Committee to ensure the proposed social activities for the upcoming year reflect the current opinions and preferences of Club members and supporters
- ☐ Provide the Committee with the recommendations for the proposed social activities for the coming year (this should include budgets identifying the proposed revenues and costs for each activity)
- ☐ Create the marketing information for each social activity which can be provided to Club participants to assist in the promotion of Club social activities
- ☐ Liaise with the social media coordinator to create posts created that promote Club social activities
- ☐ Be the primary point of contact for all social activity enquires
- ☐ Ensure the collection and banking of social activity revenues

## Essential Skills

- ☐ Can communicate effectively
- ☐ Strong relationships within the Club which allow the formulation of different teams and groups working together on each social activity
- ☐ Well organised and can delegate tasks
- ☐ Well informed of all organisation activities
- ☐ Is aware of the future directions and plans of members and the Club

## End of Year Hand Over - Updating key documents

At the end of each year a key activity of the Social Activities Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

Ideally the Social Activities Coordinator would document how each social activity was undertaken and include as much information as possible (e.g. which suppliers were involved, processes and procedures)

The updated Position Description and supporting information must be provided to the Club Secretary prior to the Annual General Meeting each year.

## Induction of the incoming Fundraising Coordinator

An important responsibility of outgoing Social Activities Coordinator is to train, mentor and support the incoming Social Activities Coordinator.

# Recruitment Officer

The role of the Clubs Recruitment Officer is to promote the Club within the community with the view to attracting and registering players to the Club.

## Responsibilities

- ☐ Form relationships within the community with the goal of recruiting players to your Club
- ☐ Liaise with President, Committee and Coaches to create and implement player recruitment strategies
- ☐ Advertise and promote the playing opportunities of your Club
- ☐ Be the primary contact point of parents and potential members wishing to learn more about your Club and its playing options
- ☐ Create marketing information which can be provided to Club participants to assist in recruiting new players to your Club
- ☐ Updated the Club website to reflect the latest recruitment information.
- ☐ Consider running a number of “come and try” or “meet the coach” days inviting potential players to come and experience your sport and your Club.
- ☐ Co-ordinate any “come and try” or “meet the coach” days including coaches, participants, equipment and catering
- ☐ Create and maintain a register of key relationships in recruitment (e.g. junior Clubs, schools etc)

## Essential Skills

- ☐ Ability to form strong relationships with key stakeholders (e.g. junior Clubs or schools)
- ☐ Is well organised
- ☐ Works well in a team environment
- ☐ Is well informed of all Club activities
- ☐ Can communicate effectively
- ☐ Enjoys working with children
- ☐ Hold or willing to apply for a current volunteer “working with children” check

## End of Year Hand Over - Updating key documents

At the end of each year a key activity of the Recruitment Officer will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

## Induction of the incoming Recruitment Officer

An important responsibility of outgoing Recruitment Officer is to train, mentor and support the incoming Recruitment Officer.

# Member Protection Information Officer

Member Protection Information Officers (MPIO) play an important role in community and sporting organisations.

They provide information and guidance on complaints procedures and are the first point of call in the Club for any enquiries, concerns or complaints about harassment, abuse or other inappropriate behaviour. The MPIO provides information about possible ways to resolve the issue and offers moral support to the person who raises the concern or the person who is the subject of the alleged behaviour. The MPIO will treat all information as strictly confidential.

Persons suited to the MPIO position include School and Child Care employees and persons with legal and procedural backgrounds.

**To become an MPIO and receive a certificate of recognition, participants must:**

- ☐ Access the MPIO online course – this course must be completed PRIOR to you attending the Workshop. ([click here](#))
- ☐ Complete the free online training course ([click here](#))
- ☐ Attend an Interactive Workshop ([click here](#))

Topics covered will include roles and responsibilities, listening and responding effectively, conflict of interest, communication as well as useful resources and contacts.

All courses are run virtually and are free.

## Registration

Once qualified the MPIO is to register as a MPIO on the national database

They are to use both their online and workshop certification numbers. Details of this process will be shared upon completion of the Interactive Workshop.

**All Member Protection Information Officers will:**

- ☐ Have a thorough knowledge of the Member Protection Policy and the Complaint Resolution Policy.
- ☐ Possess detailed awareness of Safeguarding and the Child Safe Policies.
- ☐ Possess a good understanding of all other Club, State and National policies and procedures.
- ☐ Provide advice regarding options for compliant resolution as outlined in the Complaints Resolution policy.
- ☐ Act as an impartial body, being available to all members of the club to provide options available in grievance and complaints resolution.
- ☐ Be aware of and adhere to requirements of confidentiality with regards to notes, emails, meetings and any conversations participated in while holding the role of MPIO.
- ☐ Based on their skills, experience and availability, Member Protection Information Officers may also:
  - Be aware of the planning and implementation of activities that require member protection and safeguarding components, and review Club processes regularly to ensure safety and welfare for Club members.
  - Be proactive in matters of member welfare, creating awareness of policies and expectations at both member and executive level. Identify any Member Protection Policy non-compliance and raise with the club committee.
  - Work with their club to ensure that the members who require a WWCC have provided their current number and expiry date as per the guidelines from the Office of the Children's Guardian.
  - Be asked to act as MPIO for members of a different Club, due to conflicts of interest, availability or specific skills sets required.
  - Be a support person if requested (and willing) during the complaint proceeding, or be able to provide contact details for local support agencies

## Essential Skills

- ☐ Maintaining impartiality

- ☐ Offering information and options, not advice or suggested actions
- ☐ Identifying and disclosing any conflicts of interest identified
- ☐ Role Requirements
- ☐ Hold or willing to apply for a current volunteer “working with children” check

**What DO Member Protection Information Officers do?**

- ☐ Listen
- ☐ Act as an impartial support person
- ☐ Provide information about member protection issues to any member or person involved – i.e.: complainant, respondent, MPIO, mediator/tribunal
- ☐ Provide information about the Member Protection Policy and the options available to resolve a complaint
- ☐ Provide information about relevant laws and the right to complain externally
- ☐ Discuss the possible strategies the individual can use to deal directly with the other person
- ☐ Provide contact details for counselling or other referrals as appropriate or as requested
- ☐ If a conflict of interest is identified seek advice from your Committee President
- ☐ Keep up-to-date with relevant information, policies, legislation etc
- ☐ Be accessible, approachable and able to maintain confidentiality

**What DON'T Member Protection Information Officers do?**

- ☐ Give advice on what the complainant should do
- ☐ Mediate or investigate complaints
- ☐ Take sides or judge
- ☐ Offer to counsel the complainant
- ☐ Intervene in the complaint Investigate the complaint
- ☐ Breach confidentiality
- ☐ Offer to be an advocate on the complainant's behalf