

EXECUTIVE COMMITTEE



President

- Manage/Chair committee meetings & AGM
- Oversee the activities of the Club and committee and the attainment of the Club's objectives.
- Act as official spokesperson for the Club.
- Ensure that all members perform their duties in a manner consistent with the objectives of the Club
- Ensure planning & budgeting for the season is carried out with the Treasurer
- Build and maintain a strong relationship with Aligned & PDBA
- Build & maintain strong relationships with other club Presidents
- Support the Committee as required
- Review Constitution, codes of conduct, club rules as required
- Ensure the club remains financial in conjunction with Treasurer
- Manage *external* complaints as required eg. Other clubs / Aligned / Referee
- Attend Tribunal & Disciplinary Hearings with club members as required
- PDBA & Aligned Liaison
- Liaise with Social Media Coordinator to guide the clubs social media presence
- Be a point of contact for the PDBA & Aligned to communicate immediate issues
 - o Communicate to the club any changes of fixtures or urgent communications received from Aligned or the PDBA
 - o Ensure the Executive team is made aware of any issues
 - o Act as a point of contact for PDBA matters
 - o Attend PDBA meetings as required
 - o Attend PDBA Tribunal & Disciplinary Hearings with club members as required
- Form part of Team Selections sub-committee

Vice President - Operations

- Support and assist the President in the running of the Club.
- In the absence of the President, the Vice President will take on the role and activities of the President
- Act as an escalation point for Age Group Coordinators
- Facilitate the Junior Coaches Program (supported by coaching coordinator)
- Support the Secretary to manage all *internal* complaints that relate to teams and coaches
- Follow-up with members to ensure a satisfactory outcome of all complaints & feedback
- Form part of Team Selections sub-committee
- Attend PDBA meetings, tribunal hearings or other external meetings if the President is not available

Vice President - Admin (Registrar)

- Manage the player registration process in PlayHQ (including creation of registration forms)
- Manage team entry to the competition in PlayHQ
- Manage All player allocations to teams - advertise open places & fill
- Manage Fill-ins where necessary (supported by coaching coordinator)
- Distribute Team Lists to Team Managers at the beginning of each season
- Report back to the committee, any registration or team registration issues
- Manage grading and fixture clash requests between teams and PDBA
- Manage and communicate game forfeits, cancellations with teams & PDBA
- Manage court hire and facility and agreements



- Ensure updates to By-laws, competition information, Coach and Team manager information is communicated where necessary
- Manage Finals Eligibility and medical exemptions (supported by AGC's)
- Form part of Team Selections sub-committee
- Facilitate the Team Selection at the start of each season with Team Selection sub-Committee
 - o Team Selection Sub-Committee – President / Vice President / Coaching Coordinator /VP Admin Registrar

Coaching Coordinator

- Facilitate selection of coaches (supported by Vice President)
- Facilitate training schedule at the start of each season (supported by VP Admin (Registrar) & Vice President)
- Support VP admin with player fill-ins, fixture and grading requests
- Act as point of contact for all coaches
- Oversees the organisation of development programs for players and coaches, coaching information sessions and events including:
 - o Facilitate Coaches & Team Manager information session at the beginning of each season
 - o Facilitate the Junior Coaching Program
 - o Organise Level 0 and Level 1 coaches courses as required
 - o Attend team training sessions to provide assistance as required
 - o Organise coaches to assist other teams/coaches as required

Secretary

- Organise monthly committee meetings
- Take Minutes and distribute within 5 days of meetings and file copies in Club's electronic files.
- Issue notices of meetings.
- Collection, sorting and distribution of Club mail & email
- Forward emails to committee members for follow up as required
- Manage *internal* complaints and Maintain a complaint register
- Organise Team Manager & Coaches information session at the beginning of each season in conjunction with Coaching Coordinator & VP Registrar
- Preparation and distribution of meeting agenda
- Be responsible for the safe custody of books, documents and securities of the Club.
- Preparation of AGM documents and notices
- Maintain roles at AGMs and SGMs
- Submit annual statement to Consumer Affairs Victoria within 1 month of AGM
- Liaise with VP Registrar and assist where necessary.

Treasurer

- Keep accurate records of all financial transactions and maintain the Club's bank accounts.
- Prepare annual budget for the financial year ending 30 September.
- Present a report of the financial affairs of the Club at committee meetings.
- Produce an audited statement of financial affairs for the Annual General Meeting.
- Ensure all signatories are up to date with current committee registered at the bank.
- Safeguard online banking information (ie: login and password).



- Oversees the follow-up of outstanding fees with Players
- Produce season player invoices at the start of each season
- Reconcile all bank and credit card payments
- Promptly bank all monies received (if required)
- Promptly pay all invoices received eg: to training venues, uniform supplier, etc
- Provide lists of players with outstanding fees to age coordinators for follow-up.

NON – EXECUTIVE ROLES

Uniforms & Merchandise

- Receive uniform order from PlayHQ and website
- Collate orders in format suitable for suppliers
- Allocate jersey numbers manually to player tops, ensure no duplicates in age group
- Maintain a close relationship with uniform and merchandise supplier
- Organise ordering windows for uniforms & merchandise
- Ensure timelines of orders are communicated to club and players
- Ensure pricing is accurate and update club RRP where necessary
- Organise 'try on' sessions
- Organise collection of old/used uniforms no longer required
- Organise Coaching & Committee Polos where necessary
- Distribute all uniforms & merchandise when received
- Organise and communicate clash tops as required
- Be a point of contact for loan tops and uniforms as required
- Maintain storage and records of club stock - merch and uniforms
- Facilitate club merchandise program (supported by President)

Age Group Co-ordinators

- Oversee the general management of teams in the age-group selected
- Assist VP registrar with communication of various club information
- Liaise with Team Managers regarding Club matters,
- Follow-up unregistered members and/or members with unpaid fees as per list provided by Treasurer
- Work with Team Managers to enforce any Stop Play notices
- Notify Team Managers of club communications
- Liaise with Team Managers to receive feedback on grading and advise Vice President & VP Registrar
- Manage any grading concerns or requests for re-grading.
- Handle any enquiries from Team Managers and refer to relevant committee member
- Game day awards coordination



Fundraising Coordinator

- Organise Fundraising events thought the season
- Examples
 - Sausage sizzles (Cardinia Life and/or Bunnings)
 - Chocolate Drive
- Organise end of season events eg. Presentation / Family Days
- facilitating collection of fundraising ideas and presenting to the committee for voting/approval, and work with committee members, team managers and other general volunteers to resource, manage and run fundraising events and activities

Social Media & Website Coordinator

- Maintain the website to ensure the most up to date information is available
- Manage all posts put on Social Media (Facebook & Instagram)
- Promote club initiatives & activities on social media as required
- Social Media strategy needs to be discussed and approved by the Executive Committee

General Committee x 2

- Assist all committee members as required