

***A Committee should operate as a team, draw on the skills and talents of each member, and work toward common goals to ensure club success. Effective Committee members should have:***

- A commitment to the club
- Sufficient time to devote to the Committee
- An understanding of the role of the Committee and their role within it
- Leadership skills and willingness to accept responsibility
- Listening skills

#### Chairperson Role Description

The Chairperson is the principal leader of the club/group and has overall responsibility for the club's/group's administration.

The Chairperson sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

#### Vice-Chairperson Role Description

The role of the Vice Chairperson is to shadow the Chairperson in providing leadership and responsibility for the organisation and the Committee and to step into the Chair's roles where needed. It is often considered that the Vice Chair will succeed the Chairperson and that this role is in preparation.

#### Secretary Role Description

The Secretary is the chief administration officer and provides the coordinating link between members, the management committee, and outside agencies.

The Secretary should:

- Prepare the agenda for club/group meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club/group AGM
- Take the minutes of meetings
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.

## Registrar Role Description

The role of the Club Registrar is to supervise and be responsible for the proper registration of all players within a club.

This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details. The Registrar is expected to have good planning and organization skills and should be able to communicate with a wide range of people.

One of the main duties of the Club Registrar involves developing and preparing team lists, which requires a sound understanding of relevant Association Rules and Regulations.

## Treasurer Role Description

The Treasurer is the chief financial management officer. They should:

- Prepare a budget and monitor it carefully
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report

