**[CLUB NAME]**

**COMMITTEE ROLES**

ELECTED COMMITTEE ROLE

|  |  |  |
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| **TITLE** | **MAIN DUTIES** | **OFFICER** |
| President / Chairperson (ELECTED) | * Chairs and organises Club Executive Committee meetings
* Welcomes new members
* Oversees Club Development
* Delegates tasks to members of Club
* Co-ordinates Club advertising (ie for new members)
* Co-authorises payments
 | [Name] |
| Vice President (ELECTED) | * Assists President in their duties
* Chairs meetings in absence of President/Chairperson
 | [Name] |
| Treasurer (ELECTED) | * Prepare payments for authorisation
* Pay bills/expenses
* Produces annual accounts
* Monitors expenditure throughout year
* Produces budget for forthcoming season
 | [Name] |
| Club Secretary (ELECTED) | * Distributes and records Club registration forms for all members
* Register members with [regional/national sports organisation]
* Maintains club membership database
* Distributes agenda prior to executive meetings
* Distributes minutes of executive meetings
* Distributes information from partners (including, regional/national sports organisation and Sport Waikato)
* Composes and maintains Club information sheets
* Regularly reviews email account and responds to emails
 | [Name] |

### NON-ELECTED COMMITTEE ROLES

### (if applicable)

|  |  |  |
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| **NAME** | **MAIN DUTIES** | **OFFICER**  |
| Social Convenor | * Organises social events, including the collection of monies
* Advertises social events
* Organises fundraising events
 | [Name] |
| [Regional Sports Organisation] Representative (if applicable) | * Represents club at [Regional Sports Organisation] meetings – including voting rights
* Informs Club of important events/details from [Regional Sports Organisation]
* Provides [Regional Sports Organisation] with changes to committee and Club contact details etc
 | [Name] |
| Junior Representative | * Represent Junior Club interests on the committee
* Co-ordinate volunteers to assist with juniors
 | [Name] |
| Equipment Coordinator  | * Maintains team kits
* Purchases items for team kit bags and anything needed for coaching purposes
* Coordinates sale of club kit, in collaboration with Treasurer
* Maintains an up-to-date list of team equipment and expenditure
 | [Name] |
| Communications Coordinator | * Maintains and updates club web site
* Maintains club’s social media (i.e. Facebook page) – ensuring up-to-date and relevant information is posted
* Produces monthly club newsletter
 | [Name] |
| Competitions Coordinator | * Organises any games and tournaments outside the normal competition (advertising, funds, umpires etc)
* Coordinates teams in tournaments and games
* Organises venues
 | [Name] |
| Coaching Coordinator | * Organises trials and trial selectors
* Assists with team selection and advertises team selection
* Organises Team Coaches at beginning of year
* Devises and overseas club coach development
* Ensures coaching equipment is available to all teams/coaches
* Ensures coaches are aware of relevant courses
 | [Name] |
| Officials Coordinator | * Maintains a roster for regular and consistent competition officiating
* Advertises and co-ordinates club members on local officials courses
* Ensures officials are paid accurately (if applicable)
* May be asked to find officials for tournaments, extra games etc.
 | [Name] |
| Sponsorship / Grants Officer | * Researches potential sponsorship and grants available
* Prepares and processes any applications for grants
* Organises sponsorship, if available
 | [Name] |
| Team Captains | * Communicates information from Committee to team members
* Ensure team members contact details are accurate
* Co-ordinates their team for games and other requirements
* Option to attend Committee meetings
 | [Name] |