**[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] |