

**Volunteer Management Plan**  
**Club Role Descriptions**

# PRESIDENT –

**Job Title:** President

**Reports:**

## Skills Required

- Have a good working knowledge of the club, rules, constitution etc
- Ability to delegate
- Be approachable
- Experience in a leadership role
- Well-developed decision making skills
- Experience with planning and operations
- Ability to manage and negotiate successfully between members and lead meetings
- Be receptive to change
- Dedicated club person

## Key Roles & Responsibilities

- Attend meetings as required
- Manage committee meetings/chair meetings
- Ensure Managers and Committee Members fulfill their responsibilities to the Club
- Discuss the agenda items prior to the next committee meeting with the Secretary and ensure that it is circulated in plenty of time
- Facilitate planning
- Preside at all meetings of the Club and shall have a casting vote
- Report activities of the portfolio to the membership of the Annual General Meeting
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies
- Liaise with stakeholders such as local council and local community groups
- Establish a continual 5 year plus future club direction plan
- Provide guidance and leadership.

## Time Required

2-3 hours a week

## Other

Attend all Delegate meetings when delegate is not available.

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# VICE PRESIDENT-

**Job Title:**Vice President

**Reports:** President

## Skills Required

- Well-developed communication skills
- Able to listen and pass on information
- Empathy
- Ability to organise and delegate tasks
- Effective communication skills
- Ability to liaise with external parties
- Report writing skills

## Key Roles & Responsibilities

- In the event that you are made Acting President you need to undertake all the roles and responsibilities of the President or roles as required.
- Oversee and ensure that all sub-committees are responsible and accountable.
- Encourage and ensure that the committee members undertake their roles appropriately and successfully.
- Act as a member advocate providing an avenue for members to air concerns in a confidential manner.
- To be a leader at the club but not to control. Engage new members, volunteers and parents to get involved in the club.

## Time

5-6 hours a fortnight

## Other

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# SECRETARY-

**Job Title: Secretary**

**Reports: President**

## Skills Required

- Well-developed communication skills
- Able control and supervise others
- Good organisational skills
- Ability to organise and delegate tasks
- Effective communication skills
- Ability to liaise with external parties
- Report writing skills

## Key Roles & Responsibilities

- Convene all club meetings and advise all potential attendees.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Prepare, distribute and file minutes of all committee and General meetings of the Club.
- Complete Annual Reports as required for the Incorporations Act.
- Prepare a comprehensive report of all activities of the Club for the presentation to the membership at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a register of all members, sponsors and other relevant groups.
- Be familiar with the rules of the Club, League, Commission, State Sporting Association.
- Receive all correspondence directed to the Club, inform President, react, follow-up and distribute to members.
- Ensure all licenses required by the Club are current.
- Act as the Public Officer of the Club (Incorporated Association).
- Liaise with the local media, clubs and other community organisations.

## Time

5-6 hours a fortnight

## Other

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# TREASURER –

**Job Title: Treasurer**

**Reports: President**

## Skills Required

- Financial background and awareness of accounting procedures.
- Honesty and trustworthiness
- Ability to keep accurate records
- Attention to detail
- Able to work in a logical and orderly manner
- Willing to learn new skills if necessary

## Key Roles & Responsibilities

- Prepare budget, in consultation with the committee to reflect income and expenditure of the Club for presentation at the first meeting of the year
- Maintain up to date records of all income and expenditure
- Maintain the club's cash flow and level of petty cash
- Prepare and distribute invoices/accounts for services rendered
- Attend monthly club committee meetings and provide a financial report
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act
- Oversee and seek reports of all other accounts held by sections of the Club
- Prepare financial accounts suitable for auditing and provide the auditor with all necessary information
- Report activities of the portfolio to the membership at the AGM

## Time

2-3 hours a fortnight

## Other

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# SENIOR DELEGATE –

**Job Title: Senior Delegate**

**Reports: President**

## Skills Required

- Sound communication skills
- Support to all members and can keep each member informed of any changes
- Excellent Time management skills

## Key Roles & Responsibilities

- Feed information back to Committee
- Ensure all Grant requirements are communicated back and actioned
- Attend delegates meetings when required
- Discuss with other delegates opportunities to improve the competitions
- Attend meeting as required
- Report on various meetings attended

## Time

5-10 hours a month

## Other

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# SPONSORSHIP MANAGER -

**Job Title:** Sponsorship Manager

**Reports:** President

## Skills Required

- Financial background and awareness of accounting procedures.
- Honesty and trustworthiness
- Ability to keep accurate records
- Attention to detail
- Knowledge of sales

## Key Roles & Responsibilities

- Present the club to potential new sponsors and assess need for grants or sponsorship
- Develop proposals in order to send to different organizations in order to solicit sponsorships
- Draft contracts and research corporate projects through different media channels
- Create and implement plans to attain sponsorships from different grant providers
- Meet clients and explain to them the need for grants and their eventual benefits
- Implement sponsorship strategies in order to maximize revenues
- Ensure appropriate delivery of sponsorship programs at every level.
- Handle negotiations with sponsors and ensure that the agreement that has been reached is the closest to the objective of the plan
- Plan, coordinate and implement events to bring together possible sponsors.
- Act as a liaison between sponsors and the club.
- Ensure the delivery of agreed sponsor benefits successfully
- Develop appropriate correspondence such as proposals, thank you letters and program outcome information

## Time

2-3 hours a fortnight

## Other

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## DEVELOPMENT COMMITTEE –

**Job Title:** Development Committee

**Reports:** President

### Skills Required

- High level communication skills
- Honesty and trustworthiness
- Can work with a Varsity of different personalities and key stakeholders
- Extremely well organized
- Works well in teams

### Key Roles & Responsibilities

- Assist the Club with the appointment of coaches and assistants
- Ensure all coaches have the opportunity to complete the coaching accreditation level 1 and 2 courses.
- Work closely with committee to ensure the best possible coaches and players are representing the club.
- Over see all recruitment strategies and ensure all top players are retained.

### Time

2-3 hours a fortnight

### Other

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# GROUND MANAGER –

**Job Title:** Ground Manger

**Reports:** President

## Skills Required

- High level communication skills
- Honesty and trustworthiness
- Can work with a Varsity of different stakeholders
- Extremely well organised

## Key Roles & Responsibilities

- Assist the Club complete a stock take as required.
- Communicate with coaches through out the year to ensure all coaches have enough equipment.

## Time

2-3 hours a fortnight

## Other

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# REGISTRAR –

**Job Title: Registrar**

**Reports: President**

## **Skills Required**

- Well Developed IT skills
- Sound communication skills
- Support to all umpires, coaches, players and committee members
- Top Time management skills

## **Key Roles & Responsibilities**

- Maintain up to date list of all club members
- Register members as required
- Process member transfer applications
- Deal with registration enquiries and direct these to the relevant parties;

## **Time**

5-10 hours a month

## **Other**

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# WEBSITE COORDINATOR –

**Job Title:** Website My Coordinator

**Reports:** President

## Skills Required

- High Level Information Technology knowledge
- Good organisational skills
- Strong Website and MY knowledge
- Effective communication skills

## Key Roles & Responsibilities

- Maintain the Club Website to be current.
- To be the contact for the Club
- Update all club information ongoing.
- Assist the clubs with the process of clearing players to and from the Club.
- Continue to update the website with important information and share good new stories and pictures

## Time

5-6 hours a fortnight

## Other

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