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| **COMMITTEE POSITIONS** **[ELECTED EXECUTIVE POSITIONS]** | **RESPONSIBILITIES** |
| **President** | * Chair of AGM and Committee Meetings * Master of Ceremonies at Presentations * Figurehead of Club for media purposes * Key point of contact for Association * Member of quorum for resolutions to be passed |
| **Vice President** | * Stand in for President if unavailable * Nominated as the Club’s public officer * Website registration form and fee schedule * Organising training schedule * Liaison with training venue managers * Member of quorum for resolutions to be passed |
| **Secretary** | * Holder of member listing * Committee meeting agenda * Minute taker at Committee meetings * Primary point of contact for dispute resolution * Sender of Global emails/correspondence * Member of quorum for resolutions to be passed |
| **Treasurer** | * Keeper of financial records * Collector of fees * Responsible for timely banking and paying of expenses including hall hire * Member of quorum for resolutions to be past |
| **Coaches Co-Ordinator** | * Liaising with Coaches * Responsible for ensuring all teams have coaches * Liaising with Boys and Girls Coordinator where required regarding sourcing of coaches * Responsible for receiving/dealing with complaints relating to coaches |
| **Uniform Co-Ordinator** | * Management of club uniforms stock * Point of contact for all uniform enquiries * Co-ordinator of numbering for singlets |
| **Boys Coordinator** | * Co-ordinator of boys teams * Team Selection/Administrator * Note dispute resolution of individuals in teams undertaken by Committee * Administrative matters relating to the Boys teams including:   + Collection of registration forms   + Assisting age group coordinators |

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| **Girls Coordinator** | * Co-ordinator of girls registrations * Team Selection/Administrator * Note dispute resolution of individuals in teams undertaken by Committee * Administrative matters relating to the Girls teams including:   + Collection of registrations   + Assisting age group coordinators |
| **Age Group Coordinators (one per age Group)** | * Key point of contact for each age group in relation to all matter for that age group and managing new player registrations * Organiser of teams at the start of each season ensuring all teams have a roster of 7 players minimum and a game day coach. * Assisting in collection of team registrations and fees, where outstanding * Attend club committee meetings when available |
| **Coach / Managers  (one per team)** | * Organising scoring roster for designated team * Ensure a scorer is available each week * Key point of contact for team news * Organiser of jerseys if two Hoopstars teams play each other |