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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
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| **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
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| **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
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