



<b>Last reviewed on:</b> 1 <sup>st</sup> December 2020	<b>Next review date:</b> 1 <sup>st</sup> December 2021
<b>Reviewed by:</b> Jade Street	<b>Approved by:</b> Jade Street

### **Committee Member**

A member of the committee is responsible, along with the other committee members of Balcatta Volleyball Club, for directing the club. The committee works collaboratively in managing Balcatta Volleyball Club's administration and Committee Members provide assistance and support to the President and other members of the committee.

**Responsible To:** Committee Members are accountable to the President/Chairperson, the other committee members, and the club members.

### **Responsibilities and Duties**

- Adhere to the mission, vision, and values of the club
- Collaborate with other committee members in order to effectively run the club
- Raise any concerns with the committee as necessary
- Assist in providing effective, efficient leadership for Balcatta Volleyball Club
- Attend all committee meetings
- Lead a subcommittee as needed
- Represent the club/association well and serve as a positive role model
- Promote a club that is inclusive, supportive, and strengthens the community
- Assist the other committee members with their duties as needed
- Provide reports on their areas of involvement as needed.

### **Knowledge and Skills Required**

- Effective communication
- Well informed of club activities
- Aware of and able to contribute to the clubs future directions and plans
- Working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Able to develop good relationships internally and externally
- A supportive leader for all club members.

### **Time Commitment**

The estimated time commitment required as a Committee Member of Balcatta Volleyball Club is 2-3 hours per week. Committee Members are appointed for a 12 month term.

I have read and agree to the above position description.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## **President**

The President is the principle leader of the Balcatta Volleyball Club and has overall responsibility for the Balcatta Volleyball Club's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

### **Responsible To**

The President is elected by the Balcatta Volleyball Club's members and responsible for representing the views of the Balcatta Volleyball Club's members.

### **Tasks**

The President should:

- Manage committee and/or executive meetings.
- Manage the annual general meeting.
- Act as a facilitator for Balcatta Volleyball Club's activities.
- Represent the Balcatta Volleyball Club's at events as required.
- The President shall ensure that all business of the Balcatta Volleyball Club's is carried out in accordance with the Balcatta Volleyball Club's Constitution, policies and by-laws.
- Assist the Executive Committee in the development of one-year operational plans.
- Assist the Executive Committee in the development of a yearly event calendar.
- Assist the Executive Committee in the creation, renewal and approval of new Balcatta Volleyball Club's policies or by-laws for good governance where needed.
- Ensure Balcatta Volleyball Club's policies and by-laws are upheld and reviewed/updated annually.
- Act as the public officer of Balcatta Volleyball Club's liaising with members of the public and stakeholders.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

### **Benefits**

Being the President of the Balcatta Volleyball Club's is an opportunity to contribute to the overall development of the Club. The President helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. The Balcatta Volleyball Club's committee is a friendly, dedicated team who welcomes new members.

- 100% of expenses reimbursed (e.g. administration and training) related to the role of President.
- Access to training and development workshops and seminars.
- Opportunity to work in a positive and encouraging environment.
- Publicly acknowledged for contributions to the Club.



**Essential criteria**

- Access to internet, email, web, MS Word, MS Excel or equivalent/compatible
- Can communicate effectively.
- Be a member of the Balcatta Volleyball Club's and abide by its policies.
- Work well in a team.

**Desirable criteria**

- Previous experience as an administrator at club level.
- Good working knowledge of the Balcatta Volleyball Club, including rules, policies and the duties of all office holders and committees.

**Appointment terms and Time Commitment Required**

- The President is elected at the Balcatta Volleyball Clubs AGM and is appointed for a term of 24 months.
- The estimated time commitment required as the President of Balcatta Volleyball Club is 5-10 hours per week.
- In addition, the President will also be required to attend: monthly Committee Meetings (approx 3 hours in length); and the Balcatta Volleyball Club Annual General Meeting approx 1.5 hours in length).

I have read and agree to the above position description.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Treasurer

The Treasurer is the chief financial management officer for the Balcatta Volleyball Club. They oversee all of the finances of the club and may chair the Finance Committee.

**Responsible To:** The Treasurer is directly responsible to the President of Balcatta Volleyball Club and the other committee members.

### Responsibilities and Duties

- Adhere to the mission, vision, and values of the club.
- Be fully informed about the club's financial position at all times.
- Prepare a budget and monitor it carefully.
- Keep the club's books up-to-date, including a record of all payments and monies received, including issuing receipts.
- Give Treasurer's report at regular meetings when required, and make sure financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year and produce an annual financial report.
- Send out accounts, pay bills, arrange financial audits, and manage petty cash .
- Invoice club members, as appropriate (e.g. Annual dues, uniform, equipment).

### Knowledge and Skills Required

- Well organised.
- Able to allocate regular time periods to maintain the books.
- Able to keep good records.
- Able to work in a logical, orderly manner.
- Knowledge of annual audit requirements.

### Time Commitment

The estimated time commitment required as the Treasurer of Balcatta Volleyball club is 3-6 hours per week. The Treasurer is appointed for a 24 month term.

I have read and agree to the above position description.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Secretary

The Secretary is the chief administration officer of the Balcatta Volleyball Club. This person provides the coordinating link between members, the management committee and outside agencies.

**Responsible To:** The secretary is directly responsible to the President of *Balcatta Volleyball Club* and the members of *Balcatta Volleyball Club*.

### Responsibilities and Duties

- Adhere to the mission, vision, and values of the club.
- Consult with the President and/or Chairperson in preparing the agenda for club/group meetings.
- Organise club meetings, including venue, date, times and catering.
- Send adequate notice of the meetings to attendees.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions for the club/group AGM.
- Take, write up, and promptly distribute minutes for each meeting.
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain registers of members' names and addresses, life members and sponsors.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
- With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.

### Knowledge and Skills Required

- Well organised
- Able to delegate
- Effective communicator
- Confidentiality
- Knowledge of the constitution.

### Time Commitment

The estimated time commitment required as the Secretary of Balcatta Volleyball Club is approximately 4 hours per week. The Secretary is appointed for a 24 month term.

I have read and agree to the above position description.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Senior Coordinator

The Senior Coordinator is responsible for the planning, promoting, implementing, supervising and coordinating the senior calendar.

**Responsible To:** The Senior Coordinator is directly responsible to the President of Balcatta Volleyball Club.

### Responsibilities and Duties

- Adhere to the mission, vision, and values of the club.
- Outline and plan the Senior calendar including; events, training, match day coordination and other relevant activities.
- Ensure the implementation of the tasks associated with the activities listed in the calendar and provide supervision of those said tasks if required.
- Attend all committee meetings in order to provide feedback concerning the planning, promotion and implementation of all club activities.
- Assist with the supervision of volunteers as and when required.
- Promote the club from within by personally engaging others to become involved.
- Register teams with Volleyball WA.
- Appoint coaches to relevant teams with the executive committee.

### Knowledge and Skills Required

- Well organised
- Good communication and interpersonal skills
- Energetic and enthusiastic
- Good understanding of rules and regulations

### Time Commitment

The estimated time commitment required as the Senior Coordinator of Balcatta Volleyball Club is 5-8 hours per week.

The Senior Coordinator position is appointed for a 24 Month term.

I have read and agree to the above position description.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Junior Coordinator

The Junior Coordinator is responsible for the planning, promoting, implementing, supervising and coordinating the junior calendar.

**Responsible To:** The Junior Coordinator is directly responsible to the President of Balcatta Volleyball Club.

### Responsibilities and Duties

- Adhere to the mission, vision, and values of the club
- Outline and plan the Junior calendar including; events, training, match day coordination and other relevant activities
- Ensure the implementation of the tasks associated with the activities listed in the calendar and provide supervision of those said tasks if required
- Attend all committee meetings in order to provide feedback concerning the planning, promotion and implementation of all club activities
- Assist with the supervision of volunteers as and when required
- Promote the club from within by personally engaging others to become involved
- Register teams with Volleyball WA
- Appoint coaches to relevant teams with the executive committee

### Knowledge and Skills Required

- Well organised
- Good communication and interpersonal skills
- Energetic and enthusiastic
- Good understanding of rules and regulations

### Time Commitment

The estimated time commitment required as the Club Coordinator of Balcatta Volleyball Club is 5-8 hours per week.

The Junior Coordinator position is appointed for a 24 Month term.

I have read and agree to the above position description.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Marketing and Social Media Promotions Officer

The Marketing and Social Media Promotions Officer is responsible for positively promoting Balcatta Volleyball Club and overseeing the implementation of Balcatta Volleyball Club's marketing plan.

**Responsible To:** The Marketing and Social Media Promotions Officer is directly responsible to the Secretary of Balcatta Volleyball Club. The Marketing and Social Media Promotions Officer may chair the Marketing and Promotions Committee.

### Responsibilities and Duties

- Adhere to the mission, vision, and values of the club
- As part of the club plan, develop the club/association marketing plan in conjunction with the Marketing and Promotions Committee
- Work with the Treasurer and relevant parties to develop a marketing budget
- Oversee the implementation of the strategies in the marketing plan
- Write media releases and prepare newsletters on behalf of the club
- Manage and direct media enquiries
- Monitor online media, information and social channels
- Optimise marketing strategies carried out in online and offline channels
- Collaborate with the Marketing Committee to develop new ways of promotion
- Submit regular reports to the club committee.
- Adhere to all social media & communication policy guidelines

### Knowledge and Skills Required

- Effective communication skills
- Positive and enthusiastic
- Well organised
- Marketing expertise and experience in dealing with local and social media

### Estimated Time Commitment Required

The estimated time commitment required as the Marketing and Social Media Promotions Officer of Balcatta Volleyball Club is 1-2 hours per week. The Marketing and Social Media Promotions Officer is appointed for a 12 month term.

I have read and agree to the above position description.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_





## Uniform/Equipment Officer

The Uniform/Equipment officer is the uniform/equipment manager of the Balcatta Volleyball Club and is responsible for maintaining and distributing the teams uniforms/equipment and inventory.

**Responsible To:** The Uniform Officer is directly responsible to the Secretary of Balcatta Volleyball Club.

### Responsibilities and Duties

- Coordinate the supply, demand and distribution of the club's uniform.
- Ensure that there are sufficient stock sizes on hand to supply all members requiring items.
- Maintain an inventory system and undertake a stock take at the conclusion of each Competition season.
- Attend monthly committee meetings on a regular basis and provide an inventory holding report for the committee.
- If for any reason the Uniform/Equipment officer is unable to attend a committee meeting a report should be submitted to the Secretary in writing prior to the scheduled meeting.
- If required, additional items can be ordered and purchased in consultation with the President, Treasurer and Secretary.
- Place the orders with the appropriate supplier or manufacturer and the pick-up of stock/uniforms.
- Uniform Prices shall be determined by the President, Treasurer and Secretary in consultation with the General Committee.
- Ensure adequate stock is available at the commencement of the season
- Record orders and organize new uniforms for the start of the season
- Co-ordinate 2nd hand uniform register for members
- Sell second hand uniforms when required and ensure monies are paid to the member who donated the 2nd hand uniform to the club

### Knowledge and Skills Required

- Effective communication skills.
- Knowledge of Balcatta Volleyball Club's constitution and WAVL Competition & Regulations Handbook.
- Well organised.
- Computer literacy and basic excel skills.

### Estimated Time Commitment Required

The estimated time commitment required as the Uniform/Equipment Officer of Balcatta Volleyball Club is 1-2 hours per week. The Uniform/Equipment Officer is appointed for a 12 month term.

I have read and agree to the above position description.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

