

President:

Objectives

- To provide strong, efficient and effective leadership for the organization.
- Ensure the organization is run efficiently administratively, financially and socially to support the on field activities.
- To provide support to the Executive and Committee members to ensure the efficient operation of the organization.
- To provide a safe and enjoyable recreational environment for all organization members and ensure all activities are participated in a fair spirit.

Responsibilities

- Ensure subcommittees and committee members fulfil their responsibilities to the organization.
- Preside at all meetings of the Organization Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Members and General Committee of the organization.
- Acts as or ensure his/her delegate acts in the best interests of the organization at League, or Delegates Meetings.
- Supports all Managers, Committee Members and other stakeholders.

Accountability

- The President is accountable to the Members and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the organization to any financial expenditure or action.

Vice President:

Objectives

- Provide leadership to all members, volunteers, supporters, staff and other stakeholders.
- To provide support to the organization president
- To provide support to the executive and committee members to ensure the organization's efficient operation

Responsibilities

- Ensure the effective and efficient operation of the executive and all related operations.
- Preside over meetings in the absence of the president
- Ensure that all volunteers and support staff are carrying out their duties as required
- Oversee recruitment of volunteer and staff roles according to policies outlined by the Organization Committee

- assist other committee members in their duties as required
- undertake tasks at the request of the president, executive or general committee

Relationships

- Reports to the organization's president and general committee.
- Supports all support staff and volunteers
- Liaises with the executive
- Liaises with official organization suppliers & other key stakeholders

Accountability

- The vice president is accountable to the president and general committee.
- Provide a report on portfolio operations to the monthly committee meeting
- Seek ratification from the appropriate committee member prior to committing the organization to any financial expenditure or action

Treasurer:

Objective

- To ensure that a financial management system and reporting system is put in place and operable so the Organization Committee has an accurate, true and correct understanding of the financial status of the organization at all times.
- To provide support to the Executive and Committee members to ensure the efficient operation of the organization.

Responsibilities

- Prepare the annual budget of the organization for presentation at the February Committee meeting (the draft budget having earlier been formulated by the Organization Executive).
- Ensure all Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Promptly attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Report monthly to the Organization Committee on budget performance.
- Present all accounts for payment for approval.
- Prioritise payment of accounts.
- Make details of all accounts available to the Organization Committee and members.
- Oversee and seek reports of all other accounts held by sections of the organization.
- Manage any overdraft facility held by the organization.
- Ensure any surpluses are invested wisely after approval by the Committee.
- Ensure all taxation commitments are met by the organization.

- Issue tax certificates to employees as required under the Act.
- Ensure the organization finances are correctly audited.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Maintain and complete all salary cap reporting requirements.

Relationships

- Reports to the Organization Committee.
- Liaises with the Executive.
- Liaises with official organization suppliers & other key stakeholders.

Accountability

- The Treasurer is accountable to the President and the General Committee.
- The Treasurer shall seek ratification from the General Committee of an organizational budget, including debt reduction and thereafter shall have the authority to act within the limits of the budget and strategy to approve expenditure.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

Secretary:

Objectives

- To ensure that appropriate administrative support is provided to the President, General Committee and sub committee's.
- To provide a "whole of organization" planning focus to ensure the overall efficient management of organization functions.
- To manage business considered by the Organization Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the organization.

Responsibilities

- Establish a planning calendar for the year.
- Provide a coordinating and support role for organization sub committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the organization.
- Maintain a complete record of all activities of the organization.
- Be familiar with the rules of the organization, League, State and National Body, and any other body that has governance to give advice to the President and Committee as required.
- Prepare minutes of all committee and general meetings of the organization and distribute in accordance with the Rules of the organization.

- Receive all correspondence directed to the organization.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Prepare a comprehensive report of all activities of the organization for presentation to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Organization Committee.
- Liaises with the Executive.
- Liaises with sub committee's.

Accountability

- The Secretary is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the organization to any financial expenditure or action.

Publicity Officer: TO BE CONFIRMED & COMPLETED

Objectives

- To ensure that appropriate publicity support is provided to the President, General Committee and sub committee's.

Responsibilities

- Establish a planning calendar for the year.

Relationships

- Reports to the Organization Committee.
- Liaises with the Executive.
- Liaises with sub committee's.

Accountability

- The Publicity Officer is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.

Seek ratification from the appropriate Committee member prior to committing the organization to any financial expenditure or action.

Member Register: TO BE CONFIRMED & COMPLETED

Objectives

- To ensure that appropriate ? ? ? support is provided to the President, General Committee and sub committee's.

Responsibilities

- Establish a
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Relationships

- Reports to the Organization Committee.
- Liaises with the Executive.
- Liaises with sub committee's.

Accountability

- The Member Register is accountable to the President and the General Committee.
- Provide a report on any new members to the monthly Committee meeting.

Seek ratification from the appropriate Committee member prior to committing the organization to any financial expenditure or action.