Name of Position	President
Description of position	The President is the principal leader of the club and has overall responsibility for the club's governance and administration. The President, (in consultation with the executive committee), sets the overall club agenda, prioritises club goals and ensures the club achieves its objectives.
Duties and Responsibilities	The President: • Ensures the planning and budgeting for the future is carried out in accordance with the wishes of club members and stakeholders. • Effectively manages general and committee meetings. • Effectively represents the club/organisation at local, regional and state levels. • Ensures effective succession planning of committee positions and reporting staff positions. • Ensures the club is appropriately staffed to meet member needs • Learn and have a good working knowledge of the club constitution, rules, by-laws, policies and procedures
Time commitment	Approx. 3 hours per week
Skills required/preferred	Ideally the President is someone who: • Can communicate effectively with all stakeholders. • Is well informed of all organisation activities. • Is aware of the future directions and plans of members. • Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees. • Is able to effectively chair committee and/or general meetings. • Is aware of and committed to achieving good club governance practices. • Is a supportive leader for the committee and organisation members. • Is able to represent the club at local, regional and national levels

Name of Position	Treasurer
Description of position	The Treasurer is the chief financial management officer for the club.
Duties and Responsibilities	The Treasurer: • Coordinates the preparation of a budget for the coming year. • *Process payroll and superannuation every fortnight* • Manages the organisations cash flow. • Is fully informed about the organisations financial position at all times and monitors it carefully. • Ensures accurate & current records of all income and expenditure bank account. • Ensures reports are ready for committee meetings. • Prepares reports for AGM. • Liaises with head coach regarding pay sheets, term fees and petty cash and other financial matters as required. • Liaises with bookkeeper as required for all reports and financial statements and/or other financial matters as required. • Ensures effective management of debtor and creditors. • Negotiates and liaise with banks or other financial organisations as required. • Learn and have a good working knowledge of the club constitution, rules, by-laws, policies and procedures
Time commitment	Approx. 3 hours per week
Skills required/preferred	Ideally the Treasurer is someone who: • Has high integrity. • Understands financial management principles and processes at a club level. • Has good communication skills. • Has good attention to detail. • Able to meet deadlines. • Can maintain confidentiality on relevant matters. • Working knowledge of Excel (spreadsheets). • Able to prepare information required for annual audit. • Has a current clear police record.

Name of position	Secretary
Description of position	The Secretary is the chief communication and administration officer of the association.
Duties and Responsibilities	The Secretary: • Lodges an annual statement with the relevant State Department within a month after the annual general meeting. • Applies to the relevant State Department change the association's name or rules. • Notifies the relevant State Department of: 1. a change to the club's registered address 2. their appointment as secretary or any changes to their details. 3. a special resolution to wind up the club or distribute its assets. • Prepares the agenda for club and general meetings in consultation with the committee. • Makes arrangements including venue, date, times and hospitality for club meetings. • Schedules and communicate committee meetings to members. • Collects and collate reports from office bearers. • Calls for and receive nominations for committees and other positions for the club AGM. • Prepares and distributes minutes of committee meetings. • Maintain files of legal documents such as constitutions, leases and titles • Manages inward and outbound committee correspondence and member enquiries. • Coordinates club affiliation annually. • Learn and have a good working knowledge of the club constitution, rules, by-laws, policies and procedures
Time commitment	Approx. 3 hours per week
Skills required/preferred	Under the relevant State Act, the secretary must: • Agree to be named or appointed secretary. • Be at least 18 years old. • Live in Australia. The Secretary should also: • Have very good oral and written communication skills. • Able to take accurate minutes of meetings. • Well organised and can meet deadlines.

Name of position	Vice President
Description of position	The role of the Vice President is to support the President in providing primary leadership and responsibility for the club and the committee. In the absence of the President, the Vice President will fulfill the President's roles.
Duties and responsibilities	Vice President include: • To be well informed of all club activities. • Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members. • Strong understanding of the legal and compliance obligations of running the club and ensuring that these are adhered to. • To be willing to step into the role of President as required. • Work with the President and the Committee to ensure the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/season. • Regularly liaise with the President to ensure the club is meeting its overall goals. • Work with the committee to ensure progress against strategic priorities by regularly reviewing club activities and operational plans. • Serve as a spokesperson for the Club when required • Learn and have a good working knowledge of the club constitution, rules, by-laws, policies and procedures
Time commitment	Approx. 3 hours per week
Skills required/preferred	Ideally the Vice President is someone who: • Can communicate effectively with all stakeholders. • Is well informed of all organisation activities. • Is aware of the future directions and plans of members. • Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees. • Is able to effectively chair committee and/or general meetings. • Is aware of and committed to achieving good club governance practices. • Is a supportive leader for the committee and organisation members. • Is able to represent the club at local, regional and national levels