



POSITION DESCRIPTION - COMMITTEE

The Club Committee is the senior decision making level of the Club and manages the Club's affairs on behalf of all the members of the Club. Club Committee need to be available to attend meetings as required, be at the club to assist in the running of Game Day/Functions and day to day requirements.

SKILLS AND REQUIREMENTS:- Effective communication; Knowledge of Rugby League.

ORGANISATIONAL RELATIONSHIPS:- All Committee and Sub-Committee of the club; Members and Volunteers; Local and State Sporting Association; Members of Parliament both Local/ State/Federal.

KEY RESPONSIBILITIES

- All Committee Members must ensure the club complies with all legislation - Association Incorporation; Member protection, welfare and safety; Fund Raising; Food Handling; Liquor Licensing Laws; Office of Fair Trade and National/State/Local Sporting Associations.
- All Committee Members must ensure the club is run according to its rules (constitution), purpose, policies and procedures.
- All Committee Members must oversee the financial affairs of the club, ensuring the club stays solvent.
- All Committee Members must ensure the sustainability of the club, both financially and membership.
- All Committee Members must create and manage a risk management plan that minimises risks associated with all club activities.
- All Committee Members must plan, define and deliver the clubs objectives and strategic plan for the future.
- All Committee Members must create club culture, ensuring the sporting, competitive and social needs of members are met.
- All Committee Members create and implement a succession plan for all roles within the club. Collect, protect, maintain and hand over critical club information from one year to the next.
- All Committee Members assist with maintaining, issuing and receiving all club equipment during the season.
- All Committee Members should know how to set up the fields for game day.
- All Committee Members to be available to assist with Club Opening and Closing; Game Days; Club Functions.
- All Committee Members must act in the best interest of the entire club and its members at all times, and not use their position for promotion of an individual.

SUB COMMITTEE

- Sub-Committee to make the Executive Committee aware when you are available to assist at the club.
- Sub-Committee to assist in the bar and canteen on Training nights and Game Day.
- Sub-Committee to assist with 'Sign-On' days at the start of the season.
- Sub-Committee Members must act in the best interest of the entire club and its members at all times, and not use their position for promotion of an individual.