



INNC COMMITTEE ROLES

EXUCITIVE COMMITTEE – 4 Positions

PRESIDENT

Duties:

- To have a good working knowledge of all club activities, the club constitution, incorporations act, CNA/club rules, public liability and insurance cover and duties of all office holders
- CNA delegate
- Club representative at local, regional and state level carnivals / functions
- To manage and chair committee meeting, general meetings and annual general meetings.
- From registrations, assist with compiling teams and control grading, in conjunction with Secretary, Vice-President, and Coaches Coordinator plus one independent, non-committee person, preferably non club member where possible.
- Signatory on club cheques and authoriser on direct debts in compliance with the St George Bank payment system.
- Maintain and control club media i.e. Website and Facebook, re-allocate if preferred
- Co-ordinate with other committee members of the website i.e. Umpire Co-ordinator, Coaches Coordinator etc. to acquire information
- Only put up information relevant to INNC on social media
- Source and order trophies for presentation events
- In conjunction with Vice President and Secretary book and coordinate presentation events
- Prepare an AGM annual club report

VICE PRESIDENT

Duties:

- Member Protection Officer
 - Provide assistance to all members of the club's committee when required
 - Provide support and guidance to all club members where issues may arise
- CNA delegate
- To manage club registrations for new and existing members as **Club Registrar**
- To ensure the club fulfils all its obligations regarding player registrations,
- Coordinate all PlayHQ registrations and ensure registration forms are correct
- Ensure the secretary is sent a complete and accurate player registration list from PlayHQ information
- From registrations list, assist with compiling teams and control grading, in conjunction with President, Secretary, and Coaches Coordinator, plus one independent, non-committee person, preferably non club member where possible.
- Signatory on club cheques and authoriser on direct debts in compliance with the St George Bank payment system.
- In the absence of the President - manage and chair committee meeting, general meetings and annual general meetings
- To have a good working knowledge of the club constitution, incorporations act, CNA/club rules, public liability and insurance cover
- Assist President with ordering of trophies for presentation events
- In conjunction with President and Secretary book and coordinate presentation events



INNC COMMITTEE ROLES

EXUCITIVE COMMITTEE Cont.

SECRETARY

Duties:

- Prepare yearly calendar with committee
- Distribute meeting agendas (prepare in consultation with President)
- Liaise with selected venue re INNC meeting bookings
- Take, prepare and distribute minutes of committee, general and annual general meetings including actions arising.
- Signatory on club cheques and authoriser on direct debts in compliance with the St George Bank payment system.
- To have a good working knowledge of the club constitution, incorporations act, CNA/club rules, public liability, and insurance cover
- Maintain a list of current club members contact details, (obtained from Club Registrar, / PlayHQ)
- From registrations list, assist with compiling teams and control grading, in conjunction with President, Vice-President, and Coaches Coordinator plus one independent, noncommittee person, preferably non club member where possible.
- Maintain a file of all relevant contact details for all INNC committee members, Team Managers, Coaches, etc.)
- Attend to all correspondence in and out, monitor all emails & distribute for action
- Ensure all replies to correspondence/emails are prompt
- Co-ordinate all contact with CNA on team and club issues
- Attend CNA meetings and brief committee, and club members where needed
- Assist the President with the management of the start of season registrations for new and existing members
- Maintain master list of WWVP numbers and expiry dates for INNC volunteers i.e. Committee, Coaches, Umpires, Team Managers over the age of 16

TREASURER

Duties:

- Maintain accurate records of current income and expenditure
- Ensure monies received are banked correctly and within a reasonable timeframe
- Pay any and all accounts approved by the committee and keep relevant receipts and records
- To be one of the required two (2) signatory on club cheques and one of the required two (2) authorisations on direct debts (after approval from committee) in compliance with the St George Bank payment system.
- Prepare regular bank account reconciliations
- Prepare and present monthly reports at committee and general meetings
- Prepare annual financial accounts and organise an independent check of book
- Present an annual report at the AGM
- Pursue any outstanding member's fees and ensure all fees are paid by the due date.



INNC COMMITTEE ROLES COMMITTEE

GENERAL COMMITTEE MEMBERS – up to 8 Positions available

UMPIRE COORDINATOR

Duties:

- Recruit, develop and support new umpires for INNC
- Maintain list of all umpire's contact information i.e. email address, mobile numbers etc.
- Co-ordinate weekly roster for INNC umpires for the season
- Distribute draws and umpire allocations to all umpires and committee
- Organise payments to umpires – Adults paid by Direct Deposit and Juniors in cash.
- Liaise with CNA re finding appropriate levels for junior umpires
- Provide information of relevant training to all umpires
- Maintain list of WWVP numbers and expiry dates for all umpires over the age of 16
- Ensure Secretary has copy of WWVP list
- Assist with all committee commitments, function and endeavours where required

COACH COORDINATOR

Duties:

- From registrations list, assist with compiling teams and control grading, in conjunction with President, Vice-President, and Secretary, plus one independent, non-committee person, preferably non club member where possible.
- Recruit, develop and support new coaches for INNC
- Coordinate volunteer coaches for teams
- Liaise with coaches during season
- Support coaches with respect to team issues
- Provide guidance and assistance to coaches
- Provide information of relevant training to all coaches
- Ensure all coaches have appropriate training equipment
- Maintain list of WWVP numbers and expiry dates for all coaches over the age of 16
- Ensure Secretary has copy of WWVP list
- Assist with all committee commitments, function and endeavours where required

UNIFORM and MERCHANDISE CO-ORDINATOR

Duties:

- Organise the acquisition of uniforms items for club i.e. dresses, t-shirts and shorts etc.
- Co-ordinate the sale of uniforms and other items over the season i.e. 2nd hand items
- Organise the distribution of uniforms with the team managers.
- Co-ordinate the purchase and sale of all club merchandise items, i.e. hoodies, socks, visors, drink bottles, baseballs caps, winter hats, scarves, etc.
- Maintain and control "Square Sales" and update the website as required
- Give any cash received to treasurer for banking
- Organise stocktake at end of season
- Assist with all committee commitments, function and endeavours where required



INNC COMMITTEE ROLES COMMITTEE

GENERAL COMMITTEE MEMBERS Cont.

EQUIPMENT MANAGER

Duties:

- Organise the acquisition of INNC equipment, i.e. balls, bibs, bags, sanitising items etc
- Distribute equipment to coaches/managers at the beginning of season
- Keep a relevant record of equipment distributed to each team
- Recall all equipment at the end of the season
- Organise storage of all club equipment during and after the season
- Club Equipment includes: 3 x 3 shelters (tent), 1 table, team kit bags, team game balls, team training balls, drink bottle carriers, first aid kits, bibs, etc
- Organise stocktake at end of season
- Assist with all committee commitments, functions, and endeavours where required

COMMUNICATIONS OFFICER

Duties:

- To publicise INNC within the Canberra community to ensure the club continues to grow in numbers
- Liaison with schools – advertising in all schools in the Inner North area especially targeting year 12 leavers from private school at the end of the year i.e. Daramalan etc.
- Organise all relevant advertising in primary schools, high schools, University etc. particularly at the commencement of each season
- Organise posters to be put up in shops, malls etc. in the inner north area
- Co-ordinate with committee members for newsletter contributions • Prepare and distribute newsletter when necessary
- Maintain Facebook, **if re-allocated by president.**
- Assist with all committee commitments, function, and endeavours where required

SOCIAL CO-ORDINATOR

(If no-one volunteers for the role – **all** committee members to perform following duties)

Duties:

- Organise any and all social functions held by INNC i.e. Quiz Night
- Organise venue for a social season opening function
- Organise venue for umpire and coach's information days
- Book venue, organise food, etc for all above functions
- Arrange photographer and organise venue for club photos
- Assist the vice-president and President with the organisation of the end of year presentation
- Assist with all committee commitments, function, and endeavours where required



INNC COMMITTEE ROLES COMMITTEE

GENERAL COMMITTEE MEMBERS Cont.

FUNDRAISING / GRANTS COORDINATING

(If no-one volunteers for the role – **all** committee members to perform following duties)

Duties:

- Identify fundraising/grant opportunities
- Monitor grant opportunities & prepare applications
- Identify sponsorship opportunities & prepare applications/paperwork
- Organise any relevant fundraising i.e. chocolate sales etc.
- Organise the roster and run the CNA BBQs for the season
- Organise the Mother's Day Stall to be held at the CNA courts on the Saturday prior to Mother's Day
- Reconcile funds raised and give to Treasurer for banking
- Acknowledgements as required for funds received
- Assist with all committee commitments, function and endeavours where required

GENERAL COMMITTEE MEMBER

Duties:

- Assist with all committee commitments, function and endeavours where required