

Committee Position Descriptions

Executive Board -

President – Figure head of the association. Assist committee members with any issues that arise with their role, chair meetings, assist any club members with any issues that may arise. Attend any meetings as necessary.

Vice President – all presidential jobs when the president is unavailable. Assist the President as necessary.

Treasurer – Financial reporting, regulatory body submissions, BAS lodgements, general book-keeping/accounting work with the assistance of the assistant treasurer.

Minute Secretary – record and distribute minutes, general administration jobs as they arise, send and receive all general emails, letters into the committee. Liaise with the committee and submit their report at meetings. Attend Executive meetings to take minutes, as required.

Registrar – registrar, keeper of membership records, coordinate the lodging VNA registrations with parents. Keep coaches up to date with the latest team sheets. Input data into trials program, run trials.

General committee –

Marketing and sponsorship coordinator – Source new sponsors for the club, liaise with current sponsors; ensure sponsors get everything promised to them. Market the club to the greater community.

Games coordinator – Keep an up to date calendar of all club games our teams attend throughout the year, keep coaches informed of these games, organising payment with the treasurer. Inform team manager and coaches of any game changes.

Uniforms and Property coordinator– coordinate the supply and purchase of uniforms and equipment as needed. Coordinate the stock on hand through the year. Organise the information day – uniform sales and ordering. With assistance from the sub-committee.

Events coordinator – To coordinate the running of our major events with the help of an assistant coordinator & other committee members (for each event separately) and volunteers. Events include – Sign on Days, Presentation night, committee meetings.

Assistant Treasurer – to assist the Treasurer with the general book keeping work and chase up unpaid fees.

Social media & website coordinator – Keep our website and social media up to date.

Fundraising coordinator - Fundraising / Social – includes events like Bunning’s BBQ’s, chocolate drive, movie night, etc. (all year round)

Non Committee

Coach co-ordinator – Assist parents and coaches if they have issues. Run coach’s meetings and skill sessions during the year. Attend committee meetings as required. Ensure the coaches from their age group are working within our guidelines and policies.

**** Further descriptions of the roles are available – email Crystal - president@vsnc.com.au ****

Sub Committee's – This is a group of volunteers from the club who are willing to help the event coordinator & Fundraising coordinator to run the events we hold during the year.

We would like an assistant coordinator (or two) for each event to work with the Events Coordinator to do all the pre work for the event and then a group of volunteers we can call from to help put the event on.

You may only be able to help us run one event or you may be able to help us run all the events, any help is greatly appreciated.

The assistant coordinator of each events jobs would include things like:

- Booking/Hiring equipment or businesses for the event
- Purchasing stock/equipment before the event
- working with the team managers to organise parent rosters & donations as needed
- collating forms as they come in informing the necessary committee members or coaches of the information received.

The volunteer's jobs would include things like:

- Picking up stock/equipment prior to the event
- Sell stock/equipment at the event
- Assist with the running of the event where needed
- Coordinate parent helpers from each team/age group with their shifts where needed ☑ Assisting with set up and/or pack up

Our main events are:

- BBQ's (depends on the dates booked)
- Our information day – collecting player forms, selling uniforms.
- Presentation nights
- Fundraising & Social events (all year round)

If we have a large group of people willing to help us with these events, we should be able to take the pressure of the small committee and share the work load among the club