

OLINDA CC COMMITTEE STRUCTURE



<p><u>EXECUTIVE POSITION</u></p>	<p><u>MANAGING POSITION</u></p>	<p><u>Other Volunteers</u></p>	<p><u>NECESSARY ACTIVITIES</u></p>
<p>President</p>			<p>Chairing of Committee meetings MC major events Represent the club at events Overseeing of clubs performance</p>
<p>Senior Vice President</p>	<p>Maintenance Manager</p>	<p>Helpers</p>	<p>Sponsorship development Current Sponsorship Relationship maintenance Club Professional liason and management Act as league delegate (2-4 meetings per year) Maintenance of outside equipment Maintenance of club rooms Maintenance of Change rooms Maintenance of equipment Property Development Reports on equipment and maintenance</p>
<p>Junior Vice President</p>	<p>Milo' representative Director of Junior coaching</p>	<p>Team Coaches Team Managers</p>	<p>Attending Junior RDCA meetings Oversee Junior Coaches and Managers Check Junior club emails "Milo Have a go" representation Directing Junior Coaching Coaching of each team Managing each team</p>
<p>Secretary</p>	<p>Public Relations Co-ordinator</p>		<p>Taking of Minutes of meetings Ensuring distribution of minutes prior to next Meeting Act as league delegate (2-4 meetings per year) Compiling Club Newsletter Regularly check club emails Writing of correspondence Managing Liquor licence Team Scores phoned in Check mail at P.O. Write weekly reviews for local paper Weekly update of Website Keep notice boards up to date</p>

<u>EXECUTIVE POSITION</u>	<u>MANAGING POSITION</u>	<u>Other Volunteers</u>	<u>NECESSARY ACTIVITIES</u>
<p>Treasurer</p>	<p>Hospitality Co-ordinator</p>	<p>Hospitality Assistant Co-ordinator Helpers</p>	<p>Organise Club raffle</p> <p>Oversee all finances Collection of funds from Sponsors Collection and reconciliation of takings Banking Balance of clubs finances Treasurers Reports</p>
<p>Senior Club Captain</p>	<p>Bar Manager</p>	<p>Asst Bar manager Helpers</p>	<p>Organise Thursday night dinners Organize 'special event' hospitality Organize Afternoon teas for home team Operate Canteen Ensure stocking of Soft Drink fridge Manage Canteen takings Organising 'Staffing' of canteen Reports on Hospitality events Operate Bar Ensure stocking of Bar Manage Bar takings Organise 'staffing' of Bar Report on Bar takings and activities</p>
<p>Committee Member one Committee member two Committee Member three</p>	<p>Past player advocate Senior coach</p>	<p>Recruitment of players Senior Team selection Past player's Representation Custodian of club history Directing Senior coaching Developmental reports</p>	<p>Each committee member would normally take up a "management" position as part of their responsibilities</p>

NOTE ; A member could choose to be on the executive and take on a management position as well.