



## COMMITTEE POSITIONS

- President -** Responsible for Chairing General Meetings, liaising with sponsors, overseeing the general operations of the Club and the various Committee positions, member of the Club Executive, (possibly) delegate to Cronulla-Sutherland Junior Rugby League (CSJRL). Acts as Club spokesperson/representative, where necessary.
- Vice President -** Responsible for backing up the President in carrying out those duties, either by sharing them or standing in when the President is unavailable. Member of the Club Executive and responsible for designated sub committee activities as determined from time to time, (possibly delegate to CSJRL).
- Secretary -** Responsible for ensuring correct minutes of meetings, maintenance of members' register, presentation-of annual report, conduct all correspondence on behalf of the Club including maintenance and filing of Club records and acts as delegate to CSJRL. Member of Club Executive.
- Assistant Secretary -** Responsible for recording minutes of general meetings and supporting the Secretary in all functions described above.
- Treasurer -** Responsible for ensuring collection of all monies due to the Club and for payment of all authorised accounts, maintenance of correct books and accounts showing the full financial position and for presentation of the annual financial accounts. Member of the Club Executive.
- Sponsors Co-ordinator -** Responsible for liaising with new and existing sponsors regarding sponsorship arrangements for next season, for ensuring that our commitments to their sponsorship is upheld and for keeping sponsors informed of Club activities.
- Social Secretary -** Responsible for co-ordinating all social and fund-raising events of the Club with the support of a Social Committee and the Club Executive, as required. Events include Orientation Day, Presentation Day and other social/fund-raising events.
- Registrar -** Responsible for establishing the registration of all Club players for the season, ensuring that registration cards are fully completed and liaising with the Treasurer regarding payment of fees.

<b>Assistant Registrar -</b>	Responsible for assisting the Registrar with all functions described above.
<b>Coaching Co-ordinator -</b>	Responsible for assisting Club coaches fulfill their roles and to provide opportunities for their further development. Arranges coaching course nominations.
<b>Equipment Officer -</b>	Responsible for control of all Club equipment, including the issue and return of Club jerseys, ordering of uniforms, organising sponsors patches, trophies etc.
<b>Canteen Manager -</b>	Responsible for the ordering of supplies for the canteen for home games and co-ordination of the duty teams to ensure that the canteen is operated at all necessary times.
<b>Ground Manager -</b>	Responsible for ensuring that the ground is correctly marked and set-up for home games and for controlling the running of all home games in respect of crowd control, adherence to sign-on procedures and the smooth running of games to time schedule.
<b>Publicity Officer -</b>	Responsible for collection, typing, copying and distribution of Weekly Newsletter and assistance with Yearbook.
<b>Recorder -</b>	Responsible for maintaining Club records in respect of player statistics and for phoning the Junior League with weekly results (home games).
<b>Insurance Officer -</b>	Responsible for arranging renewals of the Club's various insurance policies, assessing their adequacy and dealing with matters arising.
<b>Medical Officer -</b>	Responsible for organising rotation of the Club's sports trainers to attend as many matches as possible and for keeping the Club's medical kits appropriately stocked.
<b>Junior League Delegates -</b>	Responsible for representing the Club at CSJRL, either as a meetings delegate or on a CSJRL Sub-Committee (such as Grading Sub-Committee, Grounds Sub-Committee etc.). Inclusion of a Club delegate on the latter Sub-Committees assists the Club with its input to the decision of those Sub-Committees.

The above positions are those, which are required to be determined at the AGM. There are, of course, other positions such as Coaches, Managers, Sub-Committees (Grading, Social etc.), which need to be filled at a later date. Having said that, nominations for Coaches for the season 2005 season are now open and will be elected, where possible, at the December General Meeting. Nominations may be advised to the Secretary.