



**BUNBURY BARBARIANS**  
**JUNIOR RUGBY UNION**

# **VOLUNTEER JOB DESCRIPTIONS 2021**

# ROLES AND RESPONSIBILITIES OF A SPORTING CLUB COMMITTEE

What is the role of the committee?

A Club committee is the group of people, elected according to the rules or constitution of the Club to run the Club on behalf of the members and to plan strategically and implement measures to ensure the sustainable future of the Club.

Responsibilities of the committee?

There are many duties to be covered by a sporting Club committee, some of those include:

- Comply with all legislation, especially:
  - Association Incorporation legislation
  - Member protection, welfare and safety
  - Fund-raising legislation
  - Food handling legislation
  - Liquor licensing laws
- Ensure the Club is run according to its rules (constitution), purpose, policies and procedures – if you are on the committee it is really important that you have a copy of the rules, understand them thoroughly and run your Club according to them. In many cases the Club rules will also define additional responsibilities for the committee and its office holder.
- Oversee the financial affairs of the Club, ensuring the Club stays solvent (which simply means being able to pay your Clubs bills as and when they become due).
- Ensure the sustainability of the Club – most people link Club sustainability simply to financial sustainability, but it also relates to ensuring the Club has a sustainable number of participants and volunteers, access to suitable facilities as and when you need them (both for social activities and sport participation) and often overlooked but vitally important is community support.
- Create and manage a risk management plan that minimises risks associated with Club all Club activities, not just the sporting risks
- Plan, define and deliver the Club's objectives and strategic plan
- Create your Club culture and ensure expectations are met
- Ensuring the sporting, competitive and social needs of members are met
- Recruiting, empowering, recognising, rewarding and maintaining Club volunteers
- Creating and implementing a succession plan for all roles within the Club, ensuring that the next generation of volunteers are being identified, developed and trained
- Regularly communicate with Club members
- Collect, protect, maintain and hand over critical Club information from one year to the next

# PRESIDENT

The President is the principle leader of the Club and has overall responsibility for the Club's administration.

The President sets the overall committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within the overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

## Knowledge

To successfully undertake the role of President the roles requires the person:

- To be well informed of all Club activities, especially those of all sub committees.
- Have a good working knowledge of the constitution, Club rules and by laws, policies and procedures as well as the duties of all office holders.
- Strong understanding of the legal and compliance obligations of running the Club.

## Governance

Key governance responsibilities include ensuring the Club:

- Defines and documents its Club culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers.
- Ensures the Club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Implements strong financial controls to protect the cash and assets of the Clubs as well as the volunteers handling the cash.
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections.
- Ensure compliance and legislative obligations are meet.
- Ensure the health and safety of all Club participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures.
- All Club positions, roles and sub committees have regularly reviewed position descriptions or terms of references.
- All Club activities are documented in operations manuals, policies and procedures.
- Volunteers are trained and supported throughout the year to undertake their roles successfully.

## Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a Club President including:

- Setting the agenda for each committee and general meeting, including the Clubs annual general meeting.
- Chair all committee meetings.
- Chair the annual general meeting.
- Act as a spokesperson for the Club and represent it locally, regionally and nationally as required.
- Regularly liaise with sub committees to ensure they receive assistance and support as and when they need it.
- Ensure that all sub-committees are regularly reporting to the committee.
- Liaise with all relevant stakeholders/sponsors.
- Ensure committee members, team managers and coaches fulfil their responsibilities to the Club.
- Ensure the key stakeholder/sponsor relationships of the Club are maintained and nurtured.

## **VICE PRESIDENT (General overview)**

The role of the Vice President generally is to work closely with and support the Club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason (in accordance with the Club rules). The Vice President should also provide the President with assistance to develop and implement strategic planning and setting long term goals for the Club.

### **Knowledge**

To successfully undertake the role of Vice President the roles requires the person:

- To be well informed of all Club activities, especially those of all sub committees.
- Have a good working knowledge of the constitution, Club rules and by laws, policies and procedures as well as the duties of all office holders.
- Strong understanding of the legal and compliance obligations of running the Club.

### **Governance**

The Vice President will assist the President ensure the Club undertakes its key governance responsibilities include ensuring the Club:

- Maintains great Club culture and ensures new members are given guidance and support.
- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Has strong financial reporting, budgets and cash flow projections to support future goals.
- Ensure compliance of all obligations and the health and safety of all Club participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures.
- All Club positions, roles and sub committees have regularly reviewed position descriptions or terms of references.
- Volunteers are trained and supported throughout the year to undertake their roles successfully.

### **Meetings, communication and key relationships**

The Vice President will:

- Assist the President to set the agenda for each committee meeting and general meeting, including the Clubs annual general meeting.

In the absence of the President, the Vice President will:

- Chair committee meetings.
- Chair the annual general meeting.
- Act as a spokesperson for the Club and represent it at locally, regionally and nationally as required.
- Ensure all responsibilities of the President are undertaken as required.

Additional role responsibilities as below.

## **VICE PRESIDENT RUGBY DEVELOPMENT (ON-FIELD)**

The volunteer, Vice President Rugby Development (VP Rugby) is responsible for overseeing the ON-FIELD Rugby Operations and all related ON-FIELD activities for Bunbury Barbarians Junior Rugby Union Club. The VP Rugby is a leadership role with the objective of facilitating the delivery of healthy, safe, fun, positive and rewarding RUGBY EXPERIENCES and RUGBY PROGRAM for members.

At the beginning of the season the VP Rugby needs to identify, recruit and develop coaches to ensure sufficient and appropriate coaching volunteers are assigned to each team (including illness and work cover).

The VP Rugby is responsible for overseeing the appointment of suitably qualified referees for the U10 to U18 games for all Barbarians hosted rugby carnivals and games. At the beginning of the season the VP Rugby needs to identify, recruit and develop a pool of referees to ensure sufficient and appropriate volunteers are available to be appointed for Barbarians hosted games and carnivals. This requires actively seeking out potential referees and recruiting whenever possible.

VP Rugby related positions, or related Portfolios which may be assigned to other Board Member(s):

- Home Game Day, Training & Event ON-FIELD Coordination
- Grounds, Facilities & Equipment Coordination
- Coach Development;
- Referee Coordinator;
- Fitness Coordinator;
- Fixtures Coordinator;
- Touch7s;
- Girls Rugby;
- Club House Development.

The VP Rugby would generally oversee &/or work in conjunction with volunteers carrying out these Portfolios, as determined by the Board. In the absence of volunteers for these essential portfolio roles, the responsibility for delegation of their duties and tasks, falls on the VP Rugby. Recommended sub-committees related to VP Rugby are:

- Rugby Program;
- Club hosted Rugby Events (e.g. 7s Carnival);
- Rugby Carnivals & Tours.

## **VICE PRESIDENT CLUB DEVELOPMENT (OFF-FIELD)**

The volunteer, Vice President Club Development – Off Field (VP Club) is a leadership role with the responsibility of ensuring that the CLUB VALUES and CULTURE are fully integrated into all areas of Club operations. The VP Club, in collaboration with the Board, progresses strategies to meet the Club objectives and ensures a Club focus on achieving the overall desired outcome of Organisational Commitment from all Barbarians.

VP Club related positions, or related Portfolios which may be assigned to other Board Member(s):

- Volunteer Coordination
- Member Welfare & Safety Coordination (inc. Healthy Club & First Aid)
- Communication Coordinator;
- Home Game Day, Training & Events-OFF FIELD Co-Ordinator.

The VP Club would generally oversee &/or work in conjunction with volunteers carrying out these Portfolios, as determined by the Board. In the absence of volunteers for these Essential Portfolio roles, the responsibility for delegation of their duties and tasks, falls on the VP Club.

Recommended sub-committees related to VP Club are:

- Club & Social Events
- Promotion & Marketing
- Windup & End of Season Celebration & Family Fun Day

# TREASURER

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the Club, is responsible for protection of the Club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the Club's accounts and producing the Club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the Club rules and the Incorporated Associations legislation.

## **Empowering the committee to manage the financial affairs of the Club**

- Record all financial transactions in the Clubs accounting system as well as maintaining a list of Club assets and liabilities
- Assisting in the preparation of Cashflow projections/budgets as part of the strategic planning
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
- Provide a list of payments for the previous month to the committee each committee meeting
- Provide a list of revenues outstanding and payments to be made to the committee each committee meeting

## **Protect the Club's assets, cash and the volunteers who manage them**

- Implementing financial management procedures which protect both the Club's funds and assets and the volunteers who handle them
- Control the Club bank account(s), ensuring only those authorised are bank account signatories
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- Ensure as much revenue as possible is collected using online payments
- Ensure all approved expenditure is paid as when it falls due
- Ensure all moneys due to the Club are collected

## **Financial reporting**

- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- Produce the financial report to members to be presented at the Annual General Meeting
- Undertake all legislatively required reporting and submissions

## **Knowledge and Skills Required**

- Enthusiastic and well organised
- Ability to keep concise financial records in the Clubs accounting system
- Ability to allocate regular time periods to maintain the financial records of the Club
- Diligent with receipts and money
- Ability to work in a logical and orderly manner
- Honest and trustworthy
- Financial accounting or bookkeeping experience preferred
- Adequate Computer skills

# SECRETARY

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the Club is always run according to these core requirements.

The Club Secretary is generally the Clubs nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the Club officer responsible for managing, collecting, reviewing and disseminating the Club's information and knowledge (e.g. policies and procedures, position descriptions etc.). The Secretary is responsible for collecting all the key Club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

## Legislative responsibilities

The secretary will also act as the "public officer" of the Club so generally becomes the Clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment
- Lodging on behalf of the Club all reports and notices as required by the relevant Incorporated Associations Act
- Maintaining the Club's membership database

## Meetings

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, required to be considered by the committee
- Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met
- Maintain the minute book of Club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

## Communication

- Handle all general Club correspondence, responding to any correspondence as required or forwarding to relevant committee member
- Oversee and co-ordinate the Club's communication strategy – Database
- Be the Clubs point of contact for key stakeholders including, local council, local association and peak sports bodies

## Knowledge Management

- Maintain a register of the latest version of all Club documentation including but not limited to the Club Rules, all policies and procedures, by laws, position descriptions, subcommittee terms of reference, coach and player development plans etc.
- Maintain a register of all marketing material relating to the Club's activities (letterhead, logos, posters, brochures etc.)
- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting

- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers



# REGISTRAR

The role of the Club Registrar is to supervise and be responsible for the proper registration of all members within the Club. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details and maintaining up to date records for each member.

The Registrar is also responsible for creating teams lists to provide to Club coaches.

## Knowledge

To successfully undertake the role of Registrar the roles requires the person:

- To be well informed of all Club activities and work closely with the Club coaches
- Have a good working knowledge of the constitution, Club rules and by laws, policies and procedures as well as the duties of all office holders
- Have a strong understanding of the legal and compliance obligations of running the Club
- Reasonable Financial skills/knowledge
- Must have adequate computer skills
- Report writing skills for General Committee reports
- Knowledge of the Club membership packages and external requirements (Rugby WA)

## Responsibilities

- Assist committee in review of membership fees and arrangements for the ensuing season for consideration
- Prepare, update and circulate membership documents as required
- Ensure membership forms are completed correctly for each member
- Update details of existing members where required
- Liaise with team coaches to ensure all members have paid their membership fees prior to attending regattas
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting
- Provide all members' details to the Secretary to maintain the Club database
- Process registrations via ACORA website as required
- Provide new member details to Club coaches and ensure proper initiation procedures are followed for new members
- Maintain up to date record of member details and provide regular updates to coaches for their records
- Maintain a Key register.
- Assist with development of strategies for the ongoing expansion of the membership base of the Club

## Meetings, communication and key relationships

The Registrar will:

- Support the coaching staff in the induction of new members
- Liaise with the coaching staff to ensure the relevant safety inductions have been done for all new members
- Provide regular updates at general meetings regarding the current status of membership numbers
- Liaise with the Coaches, President and Vice President regarding membership drives and incentives
- Liaise with the Treasurer regarding the payment of race fees/nominations

# UNIFORM COORDINATOR

The clothing, apparel and merchandise coordinator is responsible for the procurement, stock management and sales of all clothing, apparel and merchandise sold by the Club. Approval must be sought from the committee for the purchase of new merchandise and race uniforms.

The primary function of the role is to maximize the revenue and sales of Club related clothing, apparel and merchandise sold each year. The position has key activities:

- Liaising with the committee regarding appropriate clothing, apparel and merchandise to be sold by the Club
- Source appropriate products to be sold by the Club, including race uniforms
- Manage the unsold stock (ensuring it does not become lost or obsolete)
- Maximize the sales of the Club apparel, merchandise and clothing

## Responsibilities

- Review the apparel, clothing and merchandise sold by the Club in previous years, ensuring its suitability for the upcoming year
- Provide the committee with the recommendations for all apparel, clothing and merchandise for the coming season
- Liaise with the President and Committee to ensure apparel, clothing and merchandise reflect the current opinions and functionality of race uniforms for Club members
- Work together with the sponsorship coordinator to ensure all uniform sponsorship obligations are met
- Work with the Club Treasurer to accurately set apparel, clothing and merchandise sales targets which will be reflected in the Club's budget
- Be the primary point of contact for all apparel, clothing and merchandise enquires
- Running of the Merchandise stall at appropriate events (if required)
- Ensure that all purchases throughout the year for apparel, clothing and merchandise have been paid for and outstanding funds collected and handed to the treasurer
- Be the initial point of contact for any issues or complaints from members concerning their apparel, clothing and merchandise.
- Liaising with apparel, clothing and merchandise suppliers as required
- Undertake a stocktake at the end of season & each Financial Year of the remaining apparel, clothing and merchandise, including any obsolete stock that should be written off, and provide a report to the treasurer
- Make recommendations to the committee for any changes to the range of apparel, clothing and merchandise for next year.

## Essential Skills and Requirements

- Understanding of the needs and tastes of the members and Club stakeholders
- Reasonable Financial skills/knowledge
- Must have adequate computer skills
- Report writing skills for General Committee reports
- Happy to talk to people and "sell" the apparel, clothing and merchandise
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters