

POLICY DOCUMENT #13:2006

MANAGEMENT COMMITTEE ROLES

POLICY STATEMENT

The Club has embraced the Department of Sport and Recreation's Club Development Scheme and adopted the roles and responsibilities for Office Bearers and Committee Members outlined in that resource.

GUIDING PRINCIPLES

- The election of Office Bearers and Committee Members will be in accordance with the Constitution of the Club.
- The roles and responsibilities of Office Bearers are detailed in full in the relevant Club Development Scheme documents (see link provided below) and they are summarised as follows.

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

The Vice President(s) provide assistance and support to the President of the Club and assist in the overall management of the Club's administration.

The Secretary is the chief administration officer of the Club and provides the co-ordinating link between members, the Management Committee and outside organisations.

The Treasurer is the chief financial management officer of the Club and ensures that adequate accounts and records exist regarding the Club's financial transactions.

- In addition the Management Committee may appoint members to certain portfolios, the roles and responsibilities of which are outlined as follows.

The Registrar maintains and holds the records of the Club, including personal information about members, in accordance with the and Club's Privacy and Personal Information policy.

The Grounds Co-ordinator liaises with local government and schools to ensure that sufficient facilities are available for training and matches and allocates Club teams to venues.

The Complaints Officer holds designated overall responsibility for managing the Club's Complaints Procedure on behalf of the Committee.

The Marketing Officer holds designated overall responsibility for managing the Club's fundraising activities related to sponsorship, grants, rebates and commissions.

The Junior Development Officer liaises with the WA Cricket Association Development Officers and the South Perth Cricket Club Inc. Director of Junior Cricket.

Age Group Co-ordinators are responsible for organising the Club's teams in their age group, identifying coaches and liaising with them on behalf of the Management Committee.

Director of Junior Cricket is responsible for organising and identifying club talent and introduce them to the next level of cricket without senior club South Perth Cricket Club (SPCC)

- Management Committee Members are expected to abide by the standard procedures for conducting meetings, as outlined in the Club Development Scheme publication "Effective Club Meetings".
- Management Committee Members have a duty to try to reach agreement and to co-operate for mutual benefit of the members of the Club. They will be guided by three key ground rules.

Respect other members and give everyone a fair go;
Cut out waffle and stick to the point;
Reach consensus then make, enact and stick by decisions.

DELEGATIONS AND RESPONSIBILITIES

All office bearers, Committee members, coaches, volunteers and members are responsible for ensuring the Club's endorsed policy is promoted and upheld.

RELATED CLUB POLICIES

All Club policies are potentially relevant to this policy.

RELEVANT EXTERNAL POLICIES, DOCUMENTS AND LEGISLATION

The following resources are part of Department of Sport and Recreation's Club Development Scheme. They are available for download (PDF) at www.dsr.wa.gov.au or in hard copy from the Department of Sport and Recreation, Meagher Drive, Floreat WA (phone 9387 9700)

Taking The Lead - A Guide For Club Presidents.

The Key To Efficiency - The Club Secretary.

Show Me The Money - A Guide for Club Treasurers.

Effective Club Meetings.

Take The "In" Out Of Ineffective - 10 Steps To Running Successful Meetings.

Lighten The Load....Delegate - Help For The Overworked Committee Member.