



Job Descriptions of NG&SC Inc Committee Members

EXECUTIVE COMMITTEE

President

- Ensure smooth operation of NG & SC Inc.
- Provide leadership to Committee Members and Club Manager
- Assist with the agenda preparation for and chair monthly Committee Meetings
- Liaise with Whitehorse Council and other relevant organisations when required
- Support Club Manager, Coordinators and Coaches

Vice-President

- Coordinate policy development and special projects
- Assist the President in performance of duties and deputise for President when necessary

Treasurer

- Ensure accurate financial management
- Prepare monthly financial reports for the Committee meetings
- Prepare Budget Forecasts
- Provide signatory and approval of payments as required

Secretary

- Preparation of outgoing correspondence as requested by the Committee
- Maintain records of all outgoing Committee correspondence
- Publish committee meeting dates
- Record and prepare minutes of Committee meetings for circulation to Committee members within one week after meeting
- Organise Annual General Meeting
- Distribute minutes of Annual General Meeting
- Attend to Department of Justice (Consumer Affairs Victoria) Legal Requirements

Public Officer

- Act as Liaison for all government bodies
- Abide by Compliance rules and lodge documents on time
- Maintain Business Portal for ATO lodgment requirements

REG. No: A0095333G **ABN:** 99 529 711 655

A: 413-425 Whitehorse Road Nunawading Vic 3131 **P:** P.O. BOX 2240 RANGEVIEW 3132 **T:** (03) 9872 5447

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GENERAL COMMITTEE

Maintenance Officer

- Liaise with President/Council, Program Coordinator & coaches regarding maintenance of Clubrooms, equipment and Club facilities
- Provide maintenance services
- Co-ordinate hard rubbish collections when required

Publicity/Promotions Officer

- Liaise with local newspapers, Whitehorse Council News or Gymnastics Australia/Victoria to highlight the achievements of our gymnasts or news to share
- Assist with Website updates and Electronic Newsletter

Working Bee Co-ordinator

- Coordinate one working bee per term, each to be held on a weekend afternoon, for approximately 2-3 hours
- Liaise with maintenance officer to coordinate work
- Recruit Volunteers and manage attendees on the day

General Members

- Help with the General running of the club, including helping out at Club-hosted events, coordinator working bees and other tasks as required
- Assist with reviewing all NGSC policy documents as required at the end March for approval at the April Committee Meeting.

Please note:

All full committee members are required to attend a minimum of 75% of meetings throughout the 12 months after the AGM in which they are elected. Meetings are held monthly on the 3rd Tuesday of the month from 6pm – 8pm. A 25% discount off term invoices will apply and Club Levies will be waived.

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