

## CHURINGA SAINTS COMMITTEE POSITIONS

### **Executive Committee Positions:**

**PRESIDENT**—Organise, attend and chair committee meetings (Around seven a year). Assist with any club duties as required. Attend LYNVA Meeting. Provide advice as required to other committee members and club members.

**VICE PPRESIDENT**- Attend committee meetings, assist President, Organise player votes for winter season. Chair meeting when Present is absent.

**TREASURER**—Attend meetings, prepare statements for committee meetings, collection and banking of monies, maintain up to date financial records.

**SECRETARY**— Attend and take minutes at committee meetings, mange correspondence in an out, attend LYNVA meeting. Distribute fixture to coaches, organise canteen rosters. This is currently a shared position.

**REGISTRAR**—Attend committee meetings. Organise distribution and collection of registration forms. Organise selection day. Set teams in consultation with selection committee. Register all players and teams LYVNA. Update player lists. Register new players.

### **General Committee Positions**

**COACH CONVENER**—Attend committee meetings. Coordinate the allocation of coaches to teams., Provide assistance . Keep records. Inform coaches of courses.

**UMPIRE CONVENER**—Attend committee meetings. Provide club umpiring roster. Allocate umpires to games. Support trainee umpires. Keep records.

**UNIFORM CONVENER**—Attend committee meetings. Order new uniforms. Manage uniforms on selection day. Organise second hand sales. Maintain records.

**PURCHASHING OFFICER**— Attend committee meetings. Arrange coaching bags. Replenish coaching bags. Maintain records. Purchase club requisites.

**INFORMATION OFFICER**—Attend committee meetings. Produce club newsletter, Update website. Produce Flyers.

**GENERAL COMMITTEE**—Attend committee meetings. Assist committee members where necessary.

If you require any more information regarding these above positions please do not hesitate to ask any current committee member.