

GUIDELINES: GRSC MANAGEMENT / SUB-COMMITTEE PORTFOLIOS

UPDATED: OCTOBER 2019

Background:

Nominations will be sought annually for the positions within the Management Committee of the Glenelg Rebels Softball Club.

Depending on the needs and direction of the Management Committee, it may be more appropriate to appoint personnel to facilitate these roles, as a sub-committee of the Management Committee (with the majority approval of the GRSC Management Committee), rather than as a sitting Management Committee member. This enables more people to become actively involved in the club in areas they are passionate about, without having the responsibility of many meetings. Volunteers are so important to the success of our Club.

The Management Committee may establish additional portfolios or duties, which can be added to this guideline upon Committee approval. At the same time, people may have specific skills to take on joint roles rather than having individual portfolios/committees (eg, media and promotions; fundraising & events). Nominations for all executive, management committee & sub-committee positions are sought prior to the AGM, however, applications may still be taken from the floor during the AGM for the committee / sub-committee positions should insufficient nominations have been received.

The following brief provides a summary of duties which should be addressed. Where a sub-committee is established, it would be the expectation for a written update summary to be provided to each Management Committee meeting. No expenditure or commitment on behalf of the GRSC is allowed without the written approval of the Management Committee or as dictated within the GRSC Constitution.

(a) Fundraising Coordinator: Responsible for the research, organisation and conduct of official fundraising activities, as approved by the Management Committee. This includes official club merchandise. All financial expenditure in association with fundraising and merchandise must be approved by the Management Committee prior to being undertaken or committed, and involve close ongoing liaison with the Treasurer in respect of banking, payments, and appropriate financial accountability.

(b) Social/Event Coordinator: Responsible for the organisation and conduct of events, as approved by the Management Committee. All financial expenditure in association with fundraising and merchandise must be approved by the Management Committee prior to being undertaken or committed, and involve close ongoing liaison with the Treasurer in respect of banking, payments, and appropriate financial accountability.

(c) Media/social media coordinator: Responsible for the distribution of promotional material, profiles and special events information, clinics and functions, to maximise promotion and publicity to the Club. Responsible for the collation and distribution of results to media outlets, in a timely and suitable manner to maximise publicity to the Club.

(e) Website Coordinator: Responsible for the contents and maintenance of the Glenelg Rebels website, promoting the vision and the ethics of the Club. The Website is to be maintained on a regular basis, and the address is to be promoted on all Club printed matter.

(f) Newsletter Coordinator: Responsible for the contents and maintenance of the Glenelg Rebels weekly update and Facebook page, which will address matters of relevance to the Club and Members. The Newsletter is to be produced on a regular basis throughout the season and distributed to all Members.

(g) Uniform Coordinator: Responsible for the organisation, ordering and distribution of all official Club apparel to Members, and the associated organisation with suppliers. All financial expenditure in association with uniforms for stock and not orders, must be approved by the Management Committee prior to being undertaken, and requires close ongoing liaison with the Treasurer in respect of stock management, banking, payments, and appropriate financial accountability.

(h) Umpiring Coordinator: Responsible for the designation of umpiring allocations rosters throughout the Club.

(i) Junior Coordinator: Responsible for liaison for off-field duties between junior coaches, team managers and parents relating to specific Junior requirements (eg. Tournaments, clinics). Liaison if required with Senior Co-ordinator if issues are raised over juniors playing seniors. All financial expenditure must be approved by the Management Committee prior to being undertaken or committed.

(j) Senior Coordinator: Responsible for liaison for off-field duties between senior coaches, team managers relating to specific requirements (eg. Tournaments, clinics). Liaison if required between Junior Co-ordinator should juniors be required to play seniors. All financial expenditure must be approved by the Management Committee prior to being undertaken or committed.

(k) Volunteers Coordinator: Responsible for establishing rosters for various duties throughout the year and liaising through junior and senior coordinators: eg. grounds, Marion Market, raffles, clinics etc.

(L): Grievance officer: Responsible for handling in an appropriate manner any concern raised by a club member (player or official) either verbally or in writing. Grievances can be broad in scope and may include, but are not limited to, interpersonal conflict, team selections and interpretation of coaching decisions. Grievances may be resolved informally between the parties or may require escalation to the Committee.

Glenelg Rebels Softball Club

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