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CPR Group

Volunteer Position Descriptions

Samples Only

Contents

Not all positions will be relevant to every organisation. For example, this list of sample position descriptions includes positions held in sporting organisations, such as coaches. Delete those position descriptions which do not relate to your organisation, make amendments where necessary and add position descriptions where required.

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1. The Management Committee

1.1 President

The President is the leader and ambassador

Key Responsibilities

Strategic Direction: Help set the direction of the organisation, prioritise goals and oversee the delivery of outcomes, in consultation with relevant parties and consistent with the views of members.

Chair: Preside at meetings and preserve order.

Ambassador: Act as the organisation's ambassador in a professional, positive and appropriate manner. Be the primary contact between the organisation and external contacts.

Policies: Have a good working knowledge of the organisation's operations, future plans, constitution, rules and polies. Drive implementation of policy updates and good governance procedures.

Other Responsibilities

- Act as the leading representative of the organisation
- Preside at all meetings of the organisation where possible and preserve order
- Set the overall framework of the committee (consistent with the views of members)
- Work with relevant peak bodies on the organisation's ongoing development
- Deal with disciplinary matters
- Collate and manage policies and rules
- Help the committee prioritise its goals and work with the committee within those goals
- Ensure committee members understand the requirements of their roles and assist them to fulfil expectations
- Offer development training and monitor the performance of committee members
- Prepare, in conjunction with the Secretary, the Annual Report of the organisation
- Attend organisation events, where possible
- Delegate tasks to suitable personnel as necessary
- Have a good working knowledge of the organisation's constitution, rules, policies and procedures and the duties of all office holders and any subcommittees

1.2 Vice President

The Vice President is the assistant leader

Key Responsibilities

Support the President: Assist the president in carrying out their duties and assume the duties of the president in their absence.

Planner: Monitor the strategic plan, ensuring the day-to-day functions are moving in the right direction. Keep an eye on the 'big picture'.

Policies: Have a good working knowledge of the constitution, rules and policies. Assist the president to drive the implementation of policy updates and good governance procedures.

Other Responsibilities

- Attend Management Committee meetings of the organisation
- Provide assistance to the President as necessary
- Assume the duties of the President in his/her absence and assist the President in carrying out his/her duties
- Spend some time with each committee member to maintain a sound understanding of the running of the organisation and assist other committee members with their duties as required
- Have a good working knowledge of the organisation's constitution, rules, policies and procedures and the duties of all office holders
- Be aware of the future direction and plans of the organisation and act as a planning coordinator

1.3 Secretary

The secretary is the administrator of the organisation

Key Responsibilities

Communication: Be the key point of communication between the committee, members, IHA and Hockey Queensland.

Correspondence: Manages outwards and inwards correspondence, with assistance from committee members where necessary.

Operations: Monitor the strategic plan, ensuring the day-to-day functions are moving in the right direction.

Policies: Have a good working knowledge of the constitution, rules and polices. Assist the president to drive the implementation of policy updates and good governance procedures.

Other Responsibilities

- Attend Management Committee and General meetings of the organisation
- Prepare agendas for all Management Committee and General Meetings
- Keep accurate minutes during all Management Committee and General Meetings
- Deal with peak body queries and forward to appropriate personnel
- Conduct correspondence on behalf of the organisation
- Inform committee members of the time, date and venue for meetings
- Keep the records of the organisation
- Call for nominations for organisation positions prior to the AGM
- Work with the President to investigate and answer disciplinary issues
- Assist the President to prepare the Annual Report of the organisation
- Maintain confidentiality on relevant matters

1.4 Treasurer

The treasurer has general financial oversight

Key Responsibilities

Record Keeping: Provide relevant financial information to the committee and members as requested, to ensure members clearly understand the allocation of the organisation's funds.

Budgeting: Prepare the annual budget and monitor income and expenditure against budget forecasts to ensure future financial stability and growth.

Reporting: Provide reports at meetings as required by the organisation and by the constitution.

Policies: Have a good working knowledge of the constitution, rules and policies.

Other Responsibilities

- Attend Management Committee meetings of the organisation
- Act as the organisation's chief financial management officer
- Keep all books and accounts of the organisation and prepare a statement of income and expenditure for presentation at meetings, along with the organisation's bank statement(s)
- Prepare financial statements for auditing
- Receive all monies and issue receipts
- Promptly deposit all monies
- Pay all fees and accounts due either by bank transfer or cheque
- Calculate a suitable operating budget in conjunction with the Management Committee
- Generate invoices as necessary
- Act as a signatory on organisation bank accounts

1.5 General Committee Member

A Committee member contributes to the delivery of the outcomes of the organisation

Key Responsibilities

Operations: Monitor the strategic plan, ensuring the day-to-day functions are moving in the right direction.

Policies: Have a good working knowledge of the constitution, rules and policies. Assist the president to drive the implementation of policy updates and good governance procedures.

Representation: Represent the organisation in a professional, positive and appropriate manner.

Meetings: Attend meetings of the organisation and its committees and act in an orderly manner and in accordance with the rules of the organisation.

Other Responsibilities

- Ensure the constitution, objects, aims, regulations, codes of conduct, rules of the organisation and decisions and by-laws made by the committee are respected and observed at all times and have a discipline procedure in place to deal with breaches and exceptions
- Understand the requirements of Queensland's Incorporation laws, the organisation's constitutional requirements, associated responsibilities and the rules and requirements of relevant peak bodies
- Be aware of the organisation's duty of care to members and volunteers and cooperate with peak bodies to ensure the welfare and interests of those persons are catered for
- Meet as required by the organisation's constitution or rules
- Accept and discuss reports from key members and subcommittees concerning day to day management activities of the organisation
- Make sure all decisions made by the committee and key office bearers are fair and just to all and have been researched properly and will not embarrass or place the organisation in jeopardy with peak bodies, the Office of Fair Trading and the law in general
- Cooperate, support and work with other committee members on strategic planning initiatives for the organisation's short and long term development
- Support the Treasurer and take a keen interest in the financial management of the organisation ensuring proper financial management procedures are in place, taking into account that all committee members have responsibility in the area of financial management
- Ensure there is free and open two-way communication throughout the organisation and with peak bodies

2. Operational Roles

2.1 Senior Program Coordinator

Responsible for the coordination of the organisation's senior programs

- Attend meetings as required
- Develop and coordinate senior recruitment programs in collaboration with appropriate committee members
- Work with the Registrar and other relevant committee members on the preparation and promotion of sign-on days
- Liaise regularly with the Head Coach and Media Liaison Officer in preparing for, promoting and implementing membership recruitment programs
- Regularly liaise with senior members to ensure that their thoughts and concerns are communicated to coaches, managers and the Management Committee
- Assist in the organisation of teams at the beginning of each season
- Coordinate a senior training schedule
- Liaise with senior members and teams to provide access to equipment at designated training times
- Liaise with coaches and team managers and act as the point of contact between coaches, managers and the committee

2.2 Junior Program Coordinator

Responsible for the coordination of the organisation's junior programs

- Attend meetings as required
- Develop and coordinate junior recruitment programs in collaboration with relevant committee members
- Work with the Registrar and other relevant committee members on the preparation and promotion of sign-on days
- Regularly liaise with parents of junior members to ensure that their thoughts and concerns are communicated to coaches, managers and the Management Committee
- Coordinate a junior training schedule, ensuring all teams get equal training time
- Liaise with junior members and teams to provide access to equipment at designated training times
- Assist in the organisation of teams at the beginning of each season
- Liaise with schools to encourage increased participation in the sport and inform schools of events, results and other matters
- Issue team managers with game cards/books to be filled out and submitted on game days
- Liaise with relevant peak bodies regarding procedures, draws and schedule changes
- Regularly liaise with parents of junior members to ensure that their thoughts and concerns are communicated to coaches, managers and the committee
- Liaise with coaches and team managers and act as the point of contact between coaches, managers and the committee

2.3 Head Coach/Coach Coordinator

Responsible for the coaching and mentoring of all team coaches

- Develop and implement a coaching program and overall organisation development program
- Keep the Management Committee informed regarding all matters pertaining to coaching and the development of members, teams and coaches
- Encourage coaches to recognise their value and importance in regard to the development of members and teams
- Assist with the appointment of coaches
- Oversee training and development of coaches
- Ensure coaches hold appropriate qualifications as required by the organisation and relevant peak bodies
- Provide appropriate information to the Registrar to ensure records of coaches and qualifications are maintained
- Liaise with team managers and coaches to arrange appropriate training locations, days and times

2.4 Team Coaches

Responsible for the coaching and facilitating learning opportunities for the nominated team and the provision of individual training where required

- Maintain a sound knowledge of the rules and skills of the sport and assist the Head Coach as necessary
- Be aware of the various codes of ethics, rules and regulations and implement and support them at all times
- Appoint team managers immediately after sign on
- Encourage members and officials to abide by the rules and regulations of the sport at all times
- Undertake training to achieve and retain appropriate qualifications

2.5 Team Managers

Responsible for managing the team together with the coach and for communicating organisation messages and requirements to the team

- Represent the team at meetings and ensure all members and parents are kept up to date with organisation requirements and information
- Manage individual teams, making sure that all administrative and operational planning and activities are completed
- Assist with the completion of registration and team lists
- Liaise with the Head Coach and relevant team coaches regarding training times, dates and venues
- Keep members and parents informed of training and competition dates, locations and times
- Be responsible for correctly completing the team sheet for each game and ensure each player signs when required
- Be responsible for all equipment provided to the team and ensure its prompt return at the end of the season

- Arrange for team jerseys to be washed each week and ensure they are available for the next game
- Encourage maximum participation by all players and see that no player is unfairly treated

2.6 Fitness Coaches

Develop the fitness and skill of members

- Help members to develop fitness and skills through specific activities
- Maintain a sound knowledge of the rules and skills of the sport and assist the Head Coach and team coaches to improve the performances of members through specific activities
- Liaise regularly with the Head Coach
- Be aware of the future directions of the organisation
- Undertake training and updates to achieve and retain appropriate qualifications

2.7 Team Trainers

Assist the coach and be responsible for the administration of the team

- Work in conjunction with team coaches to ensure all players reach and maintain required fitness levels and ensure a safe, healthy and enjoyable training and playing environment
- Develop and maintain a sound knowledge of technical skills related to physical performance and achieve and maintain professional accreditation
- Keep up to date on fitness and training techniques
- Control warm up, cool down and stretching drills for all players
- Assist the coach to assess player injuries sustained during training and matches
- Report all injury concerns to the team coach and First Aid Officer
- Work in the treatment of and rehabilitation of injured players
- Ensure all players observe the rules in relation to head injuries
- Ensure that all team first aid equipment is readily available, safe and properly maintained
- Ensure all team equipment is available
- Ensure that all health requirements are observed for the treatment of players and for the safety of all concerned
- Keep accurate records of player injuries

2.8 Duty Official

Support the operation and procedures necessary on game days

- Ensure that the change rooms are available prior to each game and ensure they are left in a presentable manner after use
- Ensure ice is readily available throughout game days
- Ensure game cards are available prior to each game
- Forward all game cards and game result forms to the relevant peak body as necessary following each game day
- Liaise with Team Managers on game days and follow up on requests where necessary

- Report all incidents occurring during game days in writing and present to the Management Committee
- Be aware of the codes of behaviour of the organisation and relevant peak bodies and ensure adherence to these codes at all times
- Have a sound understanding of the rules and regulations of relevant peak bodies and all game day processes

2.9 First Aid Officer

Ensure the organisation is compliant with all first aid requirements

- Maintain first aid kits, ensuring that all supplies and equipment are readily available and within expiry dates
- Develop and maintain first aid skills, qualifications and accreditation in accordance with the requirements of the organisation and relevant peak bodies
- Ensure health and safety policies and procedures are implemented within the organisation
- Be available for events on a roster basis
- Encourage all members, volunteers and officials to report any medical problems and injuries and to understand the importance of personal hygiene in relation to contact with blood and bodily fluids
- Maintain a sound knowledge of the organisation's policies regarding safety and first aid
- Explain to members, volunteers and officials the importance of safety, hygiene and first aid and where to go and who to contact in the event of an emergency or first aid incident
- Keep accurate records of all injuries and incidents and report to the Management Committee as soon as possible
- Keep the Management Committee informed of first aid matters at all times

2.10 Safety and Risk Assessment Officer

Be responsible for the organisation's safety and risk assessment

- Coordinate the development, implementation and regular review of the organisation's Risk Management
- Be responsible for the organisation's safety equipment
- Liaise regularly with the Equipment / Maintenance Officer and the Management Committee regarding the condition of safety equipment and its storage
- Keep the Equipment / Maintenance Officer and the Management Committee informed regarding any requirements to upgrade or improve safety equipment and its safe use
- Alert the Equipment / Maintenance Officer and the Management Committee to any areas of concern regarding equipment and maintenance and the actions required to remedy concerns
- Liaise with the Volunteer Coordinator to ensure that there are sufficient trained and accredited volunteers to operate safety equipment
- Check safety equipment before and after use
- Ensure that safety equipment is only operated by people with the appropriate training
- Attend meetings of the organisation as required

- Have a good working knowledge of the constitution, rules, policies and procedures of the organisation

2.11 Blue Card Registrar

Coordinate the organisation's adherence to child protection legislation and volunteer screening

- Liaise with the Volunteer Coordinator to ensure that all volunteers working with children have blue cards
- Liaise regularly with the Safety and Risk Assessment Officer to ensure that child protection is addressed sufficiently in the organisation's Risk Management Plan
- Keep the Management Committee informed at all times regarding volunteer screening
- Attend meetings of the organisation as required

2.12 Registrar

Acts as a key point of liaison between members and the Management Committee

- Attend Management Committee meetings of the organisation
- Keep a "Register of Members" in accordance with the rules of the organisation
- Keep a record of results at events
- Keep a record of the organisation's trophies, shields and awards
- Represent the organisation in resolving disputes between the organisation and volunteers
- Maintain a record of officials, including details of their qualifications and accreditation
- Liaise with members throughout the year as necessary

2.13 Volunteer Coordinator

Oversee human resource planning, recruitment, selection, training and recognition of the organisation's volunteers

- Assess the human resource needs of the organisation for both everyday operations and events
- Recruit and recommend the appointment of volunteers to roles that suit them
- Organise the orientation and induction of volunteers
- Work with the Secretary to organise volunteer rosters and maintain records
- Ensure all volunteers are reimbursed for their approved out of pocket expenses
- Ensure all volunteers are recognised for their efforts
- Identify and organise training and education opportunities for volunteers
- Work with the Grants Coordinator and Treasurer to secure funding for volunteer training where available
- Have a good working knowledge of the constitution, rules, policies and procedures of the organisation
- Be aware of the future directions and plans of the organisation

2.14 Equipment / Maintenance Officer

Be responsible for managing the organisation's equipment and maintaining all organisation property

- Be responsible for accounting, maintaining and purchasing all property
- Prepare and maintain an equipment register including photographs, quantities and values
- Prepare property reports and deliver them at the Annual General Meeting
- Ensure correct maintenance of all property and equipment
- Conduct pre and post event equipment checks
- Provide instruction on the safe use and care of all property
- Liaise regularly with the Management Committee regarding equipment maintenance, storage and purchasing
- Maintain a good understanding of risk management and implement risk management strategies in consultation with the Management Committee
- Have a good working knowledge of the constitution, rules, policies and procedures of the organisation
- Be aware of the future directions and plans of the organisation

2.15 Ground Coordinator

Be responsible for the proper management of the organisation's grounds

- Ensure that the rules and regulations in respect to the organisation's playing fields are respected and observed
- Oversee the implementation of any rules and regulations stipulated by Council and the relevant peak bodies
- Have a sound understanding of the various requirements in relation to ground management
- At the commencement of the season, order line marking and other equipment as required and approved by the committee
- Mark out the playing fields at the commencement of the season
- Ensure ground maintenance equipment is in good working order
- Ensure dressing rooms, canteen, referee rooms and toilets are in a clean and tidy condition
- Ensure the emergency vehicle access is free and maintained at all times
- Ensure that field lines are clearly marked and maintained in good order for all games
- Ensure playing surfaces are in good order at all times
- Organise irrigation of the playing fields and surrounds
- Keep the Management Committee informed about the overall condition of the fields to ensure continued availability and maintenance
- Alert the Management Committee to any areas of concern regarding the grounds or facilities and the actions required to remedy concerns
- Maintain a good understanding of risk management and implement risk management strategies in consultation with the Management Committee
- Liaise with local Council whenever necessary
- Ensure all necessary equipment and documentation is available on match days

2.16 Canteen Coordinator

Be responsible for the proper management of the organisation's canteen

- Liaise with the Treasurer regarding accounting and record keeping procedures
- Complete regular stock takes
- Order all food items to stock the canteen at the commencement of the season and as required
- Arrange for the pick up or delivery of all items ordered for the canteen
- Obtain any floats that are required by the Treasurer or the organisation's financial procedures
- Adhere to the necessary financial procedures of the organisation
- At the end of each day, in conjunction with the Treasurer, count and record all takings
- Maintain appropriate canteen records as required by the Treasurer or the organisation's financial procedures
- Keep the committee informed of all relevant matters

2.17 Bar Manager

Be responsible for the proper management of the bar

- Liaise with the Treasurer regarding accounting and record-keeping procedures
- Complete regular stock takes
- Order all bar items to stock the bar at the commencement of the season and as required
- Arrange for the pick up or delivery of all items ordered for the bar
- Obtain any floats that are required by the Treasurer or the organisation's financial procedures
- At the end of each day, in conjunction with the Treasurer, count and record all takings
- Maintain appropriate bar records
- Adhere to necessary financial procedures of the organisation
- Report all incidents occurring in the bar area in writing and present to the committee
- Keep the committee informed of all relevant matters
- Be aware of the organisation's Responsible Service of Alcohol Policy and adhere to the policy at all times
- Be aware of all licensing issues and adhere to the organisation's license conditions at all times, including ensuring that all visitors to the organisation sign the visitor's register

2.18 Media Officer

Manage the organisation's overall approach to media and publicity

The organisation's brand: Be responsible for the overall management of the organisation's brand and identity, promotion, publicity, and advertising, including developing and implementing the organisation's annual communications plan and organising communications outputs with volunteer assistance.

- Develop and maintain local media contacts
- Develop media releases concerning upcoming events, interesting personalities and organisation and individual highlights or achievements

- Keep the Management Committee informed of ongoing media activities and seek approval from the Management Committee prior to submitting any media releases
- Advertise the positive aspects of the organisation's activities, highlighting at all times the need for support and acceptance of the organisation's codes of ethics
- Liaise regularly with relevant committee members to gather and report relevant information to the media

2.19 Events Coordinator

Develop the organisation's social calendar and coordinate the management of events

- Organise and manage events, addressing all administrative, operational and planning issues
- Address and consider the following issues when planning and running events:
 - Bookings, permissions and approvals from Council and/or private property owners
 - Public liability insurance
 - Other insurances e.g. Workers Compensation, Professional Indemnity
 - Waste management
 - Access to services e.g. water, power, sewerage, telephone
 - Food and beverage sales, including necessary licensing and permits
 - Toilets and hygiene
 - Power and lighting requirements
 - PA system and audiovisual equipment
 - Car parking, traffic management and access and egress
 - Risk management
 - Staffing and volunteers
 - Security
 - Emergency plans and evacuation procedures
 - First aid
 - Noise minimisation
 - Incident reporting
 - Complaints procedures
 - Site plans and signage
 - Event evaluation and reporting
 - Contingency planning
 - Budgeting
 - Media liaison
- Recruit, supervise and instruct all persons involved with the conduct of events, including marshals, announcers, starters, place judges, first aid personnel and other officials
- Organise venues and equipment as required
- Keep the Management Committee informed regarding all matters pertaining to the organisation's running or participation in events
- Liaise with the organisation's Media Liaison Officer and Marketing Officer to ensure that events are appropriately promoted and publicised
- Have a good working knowledge of the constitution, rules, policies and procedures of the organisation
- Be aware of the future directions and plans of the organisation

2.20 Website Coordinator

Manage the organisation's website

- Maintain the organisation's website
- Liaise with organisation members to ensure all relevant information is uploaded onto the website
- Keep the Management Committee informed at all times regarding relevant matters and take guidance from the Management Committee regarding website inclusions and amendments
- Attend meetings of the organisation as required

2.21 Newsletter Editor

Coordinate the organisation's newsletter

- Coordinate the publication of the organisation's newsletter and other occasional reports to members
- Liaise regularly with the Management Committee and report relevant information in the newsletter
- Keep the Management Committee informed of ongoing newsletter activities and seek approval from the Management Committee prior to publishing the newsletter
- Develop and maintain appropriate people skills to ensure effective communication with members and the Management Committee
- Work with the Media Officer and supply relevant information for inclusion in media releases

2.22 Marketing Officer

Coordinate the organisation's marketing strategy and initiatives

- Develop an annual marketing plan in conjunction with the Management Committee
- Work with the Treasurer to develop a budget for the marketing plan
- Oversee the implementation of the strategies in the marketing plan
- Submit regular reports to the Management Committee
- Promote the sport and the organisation to the community

2.23 Social Media Coordinator

Responsible for the overall administration and monitoring of the organisation's social media pages

- Moderate the organisation's social media pages and groups
- Develop a social media strategy
- Post engaging content in line with the organisation branding to all platforms
- Keep the Management Committee informed of relevant comments and activities

2.24 Photographer

Manage the organisation's photography

- Liaise with all managers to arrange team and individual photographs and printing, if required.

- Arrange for payment and distribution of photographs - hardcopy and/or softcopy.

2.25 Sponsorship Coordinator

Manage sponsorship contracts on behalf of the organisation and share responsibility for attracting sponsors with all organisation members

- Develop an annual sponsorship plan and seek approval from the Management Committee
- Develop sponsorship proposals and letters for presentation and approval by the Management Committee
- Ensure the organisation receives maximum promotional exposure in all spheres
- Manage the sponsorships for organisation teams
- Arrange for advertising of sponsors through the organisation's newsletter and website
- Arrange for sponsorship signage to be developed and maintained
- Plan and coordinate an annual sponsor recognition day and invite all sponsors

2.26 Fundraising Coordinator

Manage fundraising activities and functions

- Form and supervise a Fundraising Committee if necessary
- Plan and implement fundraising activities with the Fundraising Committee
- Develop a fundraising strategy as approved by the Management Committee
- Liaise with local businesses regarding contributions for raffles and maintain an up-to-date database of contributing organisations and individuals for appropriate recognition at the end of each season
- Liaise with the Sponsorship Coordinator to ensure that organisations who contribute to raffles are recognised appropriately
- Organise fundraising activities and functions with the Fundraising Committee and present to the Management Committee for approval
- Oversee the preparation of rosters for volunteers assisting with fundraising activities
- Ensure that material required for fundraising is ordered and available as necessary
- Supervise the collection of all monies raised and reconcile with the Treasurer upon the completion of fundraising activities
- Maintain records of donations received and successful events for future reference
- Maintain appropriate fundraising records as required by the Treasurer and Auditor
- Keep the committee informed of all fundraising matters
- Have a good working knowledge of legal issues relating to fundraising activities

2.27 Grants Coordinator

Coordinate the organisation's approach to grants

- Develop grant-ready projects in collaboration with the committee
- Explore grant opportunities
- Manage a volunteer group to prepare and submit grant applications

- Manage grant-funded projects, ensuring they are completed on time and within budget
- Ensure that all grades are appropriately acquitted by the required deadline

2.28 Trophy Coordinator

Responsible for identifying and purchasing the end of year trophies

- Research best value for money
- Communicate with coordinators to determine how many, name and award.
- Purchase trophies
- Coordinate with team coaches/managers for engraving

2.29 Gear Coordinator

Manage the organisation's equipment, uniforms and merchandise

- Be responsible for the safekeeping, distribution and maintenance of organisation equipment
- Be responsible for the safekeeping, distribution and sale of merchandise, uniforms and other gear
- Liaise with the Secretary and Treasurer when new items of clothing or equipment are required and place orders as needed
- Perform stock takes of uniforms and other equipment as required
- Be available as required for the sale of merchandise, equipment and uniforms
- In conjunction with the Secretary arrange organisation merchandise requirements
- Encourage players and organisation officials to respect the organisation's gear and equipment at all times
- Keep the Management Committee informed of all relevant matters
- Attend meetings of the organisation as required