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# Appendices

## Appendix A: Club President Job Description Template

***(Insert CLUB Name)* PRESIDENT**

ROLE DESCRIPTION

Responsible to co-ordinate and conduct the day-to-day business and affairs of *(insert club name)* Volleyball Club with the framework of the Clubs Constitution and By-laws.

SKILLS/QUALITIES REQUIRED

* Ability to behave impartially at all times
* Approachable
* Ability to control meetings effectively
* Commitment to the Association and strong knowledge of the Association’s governance and operational issues
* Strong managerial and leadership skills
* Ability to commit the required time and
* Excellent interpersonal skills.

MAIN DUTIES

* Assist with the strategic leadership of the club and will be responsible for the general supervision and management of the affairs and operations of (Insert name) volleyball club,
* To chair and control the meetings of the Annual and General meetings of the Club, and be the official spokesperson of the club
* Be familiar with the constitution of (insert club name) Volleyball Club, the general rules for committee procedure, current affairs and business in hand
* Oversee decisions made by the board and other personnel
* In conjunction with the secretary and treasurer present the annual report and accounts respectively
* Be in consultation with the secretary with regards to the content of the agenda and minutes of meetings
* To keep open communication channels with members of the management committee and inform them of any instant decisions taken
* Perform such other duties as may from time to time be established by the Board.

COMMITMENT

To chair the AGM once a year, deal with any club issues as and when they arise and attend club management meetings.

## Appendix B: Club Treasurer Job Description Template

***(Insert CLUB Name)* TREASURER**

ROLE DESCRIPTION

To assist with the strategic leadership of the Association and will provide leadership in the financial direction of the Association through the formulation and oversight of proper accounting processes and procedures. The Treasurer will manage (insert club name) club’s finances and maintain accurate financial records.

SKILLS/QUALITIES REQUIRED

* Must be honest and reliable and bondable
* Experience of producing accounts and budgets is desirable
* A thorough knowledge and understanding of financial reports,
* Ability to communicate financial information and concepts
* Provide the board with an account of financial transactions and financial position of the Association at each meeting of the board
* Ability to articulate the board’s financial questions to the staff
* Ability to explore financial options and decisions for long-term goals.

-- A Professional accounting/ financial designation is an asset --

MAIN DUTIES

* Responsible for all club finances
* To produce an annual budget and monitor expenditure
* Be responsible for payment of any monies to and from the club; providing receipts and keeping an up to date record of transactions
* To produce an end of year financial report for the AGM
* Regular report to the committee on the financial position of the club or on the Board of Director’s request.
* Shall have custody of all funds, securities, evidence of indebtedness and other valuable documents and shall deposit funds and securities in the name and to the credit of the club in a bank.
* Shall retain an accurate account of all funds received and disbursed by the Club.

COMMITMENT

Attend AGM and have ongoing responsibility for club accounts.

## Appendix C: Club Secretary Job Description Template

***(Insert CLUB Name)* SECRETARY**

ROLE DESCRIPTION

To receive and disseminate information effectively and ensure the smooth running of club administration.

SKILLS/QUALITIES REQUIRED

* Strong written and verbal communication skills
* Access to a word processor is desirable
* Good organizational skills
* Attention to Detail
* Experience\knowledge of minute taking and administration skills are desirable
* Knowledge of Club By-Laws and Constitution

MAIN DUTIES

* To liaise with the club chairperson with regards to agenda content
* To take meeting minutes and distribute copies to committee members, and ensure the records are properly kept.
* To be the main contact for the club
* To deal with the day to day running of the club
* To prepare and distribute all general correspondence and notices on behalf of the association, including sending out notices of meetings and keeping members at-large informed of the activities of the club
* To respond to any correspondence as appropriate
* To pass on any information received to relevant parties/persons
* Responsible for ensuring the Association meets all legal requirements for record keeping by ensuring that all official documents and records of the Association are properly kept. Records should be kept for at least 7 years.
* To perform such other duties as may from time to time be established by the Board

COMMITMENT
Attend the AGM and any other meetings, deal with any other arising club issues

## Appendix D: Club Vice President Job Description Template

***(Insert CLUB Name)* Vice President**

ROLE DESCRIPTION

To provide assistance to the President and members of the Club and shall act as President in his/her absence.

SKILLS/QUALITIES REQUIRED

* Good communication skills
* Good organizational skills
* The ability to be concise
* Supportive of the President
* Develop leadership skills
* Effective decision-making
* Understand and knowledge of the Clubs Constitution and Bylaws

MAIN DUTIES

* In the absence of the President, chairing meetings and representing the club whenever such occasion arises
* Liaising between the President and certain committees
* Fulfilling the requirements of the portfolio/duties assigned
* Assisting and advising other Board members on their portfolios

COMMITMENT

Attend the AGM and any other meetings, and act as President in his/her absence.

## Appendix E: Volunteer Coordinator Job Description Template

***(Insert CLUB Name)* Volunteer Coordinator**

ROLE DESCRIPTION

The Volunteer Coordinator is responsible for providing a link between the Board and the Club’s Volunteers, and organizing and recruiting the necessary number of volunteers for the club.

SKILLS/QUALITIES REQUIRED

* Enthusiasm and ability to support volunteers in their roles
* Good communication and personnel relations skills
* Able to work with others to resolve areas of potential conflict
* Ability to work as part of a team
* Efficiency and organizational skills
* Able to work with the Board and develop procedures and timeliens for achieving tasks and goals
* Basic computer skills

MAIN DUTIES

* Co-ordinate all volunteer opportunities within the club including job roles
* In conjunction with the board and relevant personnel, develop a policy on volunteering in the organization (if not already in place)
* Ensure that induction and training programs are developed and put in place for all volunteers
* Identify the number of volunteer positions needed for the upcoming season
* Recruit, select and appoint volunteers to roles that suit them
* Develop and implement volunteer rosters for each team
* Develop, implement and review reward and recognition processes and programs
* Develop and maintain good communication channels between the volunteers and the Board
* Develop communication with all volunteers in order to:
	+ Identify potential issues ahead of time
	+ Receive feedback on opportunities identified by the volunteer
	+ To support them in their role
* Submit regular reports to the Executive
* Ensure volunteers are reimbursed for out of pocket expenses in accordance with Executive
* Co-ordinate the implementation of the Volunteer Management Plan

COMMITMENT

* Attendance at Board meetings as necessary
* Flexibility to work with other volunteers in co-ordination roles (e.g. Team managers, coaches etc.), to assist with recruiting, putting together position descriptions, training/induction programs and retention of volunteers
* A time commitment of up to 10 hours a month is expected, however this may increase slightly during the preseason or in the lead up to special events, which require a lot of volunteers.