



Lister St. Sunnybank 🏠  
PO Box 187, Sunnybank QLD 4109 ✉️  
[SunnybankSaints.org.au](http://SunnybankSaints.org.au) 🌐  
ABN 83 729 198 518

## Management Committee Positions - Nomination Form 2021 Season

**Position** \_\_\_\_\_ *Position that you are interested in*

**Nominee** \_\_\_\_\_ *Enter your name*

**Nomination Proposed By** \_\_\_\_\_  
*Name* *Signature*

**Nomination Seconded By** \_\_\_\_\_  
*Name* *Signature*

**Nomination Accepted By** \_\_\_\_\_  
*Name* *Signature*

**Date**     /     /  
\_\_\_\_\_

This nomination is to be lodged with the Club Secretary at least fourteen (14) days before the Annual General Meeting (AGM).

The date for this years AGM is **29 October 2020**.

At the commencement of this meeting, should there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

Ken Nean  
Club Secretary

[secretary@sunnybanksaints.com.au](mailto:secretary@sunnybanksaints.com.au)

0414 312 526



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## Management Committee Positions - Nomination Form 2021 Season

### *Available Positions:*

- » President
- » Vice President
- » Secretary
- » Treasurer
- » Minutes Secretary
- » U5-U8 Registrar
- » U9-U16 Registrar
- » Senior Registrar
- » Equipment Officer
- » Assistant Equipment Officer
- » U5-U8 Results Officer
- » U5-U8 Coordinator
- » South East Zone Coordinator
- » S.S.S.C Representative to QCSA
- » Director of Coaching
- » Seniors Coaching Coordinator
- » Fundraising Officer
- » Social Events Coordinator
- » Junior Referees Coordinator
- » Awards Coordinator
- » Club Development Officer/s
- » Webmaster
- » Executive Maintenance Officer
- » Canteen Coordinator
- » Women's Development Officer
- » Field Marking Coordinator - Lister St
- » Field Marking Coordinator - Calamvale

# Club Committee Positions Synopsis



Following are the positions available on the Sunnybank Saints Club Committee.

Each position is detailed with the purpose, required experience, and the relative commitment expected to perform the role at the required level.

The relative commitment level is also denoted by the colour coded box against the position title. The Commitment Level Required colour coding is as follows:

- Significant
- Moderate
- Minimal

## Executive Positions

### President

#### **Position purpose**

Leadership and management of the Club, responsible for overseeing governance and administration of the organisation, assist the committee to prioritise its goals within the overall management framework. Requires good people management skills.

#### **Experience**

Requires a well experienced member, with several years in the Club operating as team coach or manager as well as in other support positions on Committee and exposure to QCSA meetings.

#### **Commitment**

This position is a significant commitment and will require many hours of time on match days as well as many evenings through the year.

### Vice-President

#### **Position purpose**

Assist President in all aspects of Club leadership and management responsibilities. Deputise for President. Requires good people management skills.

#### **Experience**

Requires an experienced member, with several years in the Club operating as team coach or manager as well as in other support positions on Committee.

#### **Commitment**

This position is a significant commitment and will require many hours of time on match days as well as many evenings through the year.

### □ Secretary

#### **Position purpose**

The secretary is generally the first point of contact for information or details about club activities, responsible for the administrative management of the organisation and provides the coordinating link between members, the management committee and external stakeholders. Requires good communication skills.

#### **Experience**

Requires an experienced member, with several years in the Club operating as team coach or manager as well as in other support positions on Committee.

#### **Commitment**

This position is a significant commitment and will require the ability to monitor and respond to club email frequently through the week, will require time constantly across the year.

### □ Treasurer

#### **Position purpose**

The treasurer is responsible for the daily administration of the organisation's financial accounts, performs the financial management tasks including financial record keeping, planning and budgeting, monitoring and reporting.

#### **Experience**

Must have relevant qualifications in accounting/financial management, need not be an experienced member in Club activities, but this does help.

#### **Commitment**

This position is a significant commitment and will require several hours of time after hours through the week.

## Management Committee Positions

### ❑ Registrars

3 positions – U6 to U8, U9 to U16 and Seniors

#### **Position purpose**

The person responsible for collecting and maintaining accurate and up to date membership records for the club within the three age group registers. Primarily this requires making sure all players are registered, financial and entered on the appropriate databases.

#### **Experience**

Requires an experienced member, with several years in the Club operating as team coach or manager as well as in other support positions on Committee. Also requires a capable administrator.

#### **Commitment**

This position varies and will require significant time during the registration period and team grading, so typically through the period mid-November to end-March, after this will require some time for additional registrations and player movements.

### ❑ Club Development Officer

+ assistant

#### **Position purpose**

Overseeing the implementation of the club's marketing and promotions plan and annual recruitment drive for members and players, works to improve the club's market position and achieve growth. The Club Development Officer will also help manage existing members and ensure they stay satisfied and positive, forecasting solutions or services that meet or predict the membership's future needs.

#### **Experience**

Requires an experienced member, with several years in the Club operating as team coach or manager as well as in other leadership positions on Committee.

#### **Commitment**

This position varies and will require significant time during the registration period and team grading, so typically through the period mid-November to end-March, after this will require a few hours every week.

### ❑ Club Equipment and Uniform Officer

+ assistant

#### **Position purpose**

Manage the procurement, storage, distribution and return of equipment (coaching and team) as well as procurement, storage and sales of various club uniform items.

#### **Experience**

Requires an experienced member, with several years in the Club operating as team coach or manager.

#### **Commitment**

This position varies and will require significant time during the formation of teams and team grading as well as the end of season returns, after this will require a few hours every week for sales, usually on a Saturday morning.

### ❑ Field Setup and Line Marking Coordinator

2 positions – Lister Street and Calamvale

#### **Position purpose**

Manage the setup and line marking of the club's fields, including the school fields during the playing season, provision of rosters allocating teams for line marking duties during the playing season.

#### **Experience**

Requires an experienced member, with several years in the Club operating as team coach or manager.

#### **Commitment**

This position will require a number of hours for line marking weekly during the season, usually an evening job or early Saturday morning as well as some time for setting up the rosters and monitoring performance.

### ❑ Senior Teams Coordinator

#### **Position purpose**

Oversee and coordinate pre-season training for senior teams, oversee and coordinate grading of senior teams and formation of teams in liaison with the Senior Registrar and Club Development Officer.

#### **Experience**

Requires an experienced member, with several years in the Club operating as team coach.

#### **Commitment**

This position varies and will require significant time during the pre-season training, registration period and team grading, so typically through the period mid-November to end-March, after this will require a few hours every week.

### □ Women's Development Officer

#### **Position purpose**

Promotion of opportunities for female players in the Club to develop and grow the number of women's teams, liaison with the Registrars, Senior Teams Coordinator and Club Development Officer.

#### **Experience**

Requires an experienced female member, with several years in the Club operating as team coach or manager.

#### **Commitment**

This position varies and will require significant time during the pre-season training, registration period and team grading, so typically through the period mid-November to end-March, after this will require a few hours every week.

### □ Executive Maintenance Officer

#### **Position purpose**

Responsible for upkeep and ongoing maintenance of the Lister Street grounds, including annual turf rehabilitation, turf maintenance, mowing, weed and pest control.

#### **Experience**

Knowledge of turf requirements, comfortable with herbicides and pesticides, familiar with mowing machinery.

#### **Commitment**

This position varies and will require significant amounts of time periodically during the year, weekly mowing and tending to the grounds.

### □ Canteen Coordinator

#### **Position purpose**

Manage the procurement, storage, preparation and sale of food and beverage items from the club canteen.

#### **Experience**

Requires an experienced canteen operator or someone with food and beverage experience.

#### **Commitment**

This position will require a number of hours each week for food purchases and several hours operating the canteen on a Saturday morning.



## □ Webmaster

### **Position purpose**

Manage the Club's website and Facebook pages liaising with President, Secretary and Club Development Officer, provide graphic services.

### **Experience**

Requires an experienced webmaster.

### **Commitment**

This position will require a number of hours each week over the year.

## □ Awards Coordinator

### **Position purpose**

Manage club awards during the playing season, provision of weekly awards for teams, provision of medallions and/or pendants for junior carnivals and end of year trophies and loyalty awards

### **Experience**

Requires no prior experience, just the desire to make kids happy.

### **Commitment**

This position will require a few hours to arrange award providers at start of season, an hour once a month to hand out awards at club meetings and a few hours to arrange medallions and trophies with Club supplier once each in the year.

## □ Minutes Secretary

### **Position purpose**

Provide a basic secretarial service to the Club Management Committee, keeping minutes of meetings and a record of committee decisions and actions.

### **Experience**

Ability to use MS Word and/or MS Excel to record minutes, decisions and actions.

### **Commitment**

This position will require a few hours once a month during and after club meetings.

## □ Junior Referees Coordinator

### **Position purpose**

Take charge of referees for U6 to U8 internal competition, coordinate with U6 to U8 Coordinator to set up roster of referees, manage referees on Saturday mornings.

### **Experience**

No experience required; Club will provide support.

### **Commitment**

This position will require a few hours once a week during the Saturday games and one hour for club meetings once a month.



### □ U6 to U8 Coordinator

#### **Position purpose**

Provide a basic coordination service to the teams in the junior internal competition, set up the game draw for the season, liaise with the U6 to U8 Registrar, Junior Referee Coordinator and U6 to U8 Results Officer.

#### **Experience**

Ability to use MS Word and/or MS Excel to set up draw.

#### **Commitment**

This position will require a few hours once before the season start and up to two hours on Saturday mornings during the season.

### □ U6 to U8 Results Coordinator

#### **Position purpose**

Collect weekly match cards and collate ongoing records of team results, report these to U6 to U8 Coordinator and Director of Coaching.

#### **Experience**

Ability to use MS Word and/or MS Excel to record results.

#### **Commitment**

This position will require a couple of hours once a week during the season.

### □ Social Events Coordinator

#### **Position purpose**

Assist the Management Committee to plan and manage key annual events like the end of year break-up carnival and the Seniors Dinner.

#### **Experience**

Event planning experience would be a bonus, but not essential, just the ability to coordinate a party.

#### **Commitment**

This position will require a number of hours planning for events and during the events.

### □ South East Zone Representative

#### **Position purpose**

Act as the Club's liaison officer with the QCSA South East Zones management team.

#### **Experience**

No experience required, team coach or manager experience will assist.

#### **Commitment**

Small commitment during the Zones training period leading to the QCSA State Titles.

## Club Committee Positions Synopsis



### □ General Member

2 positions

#### **Position purpose**

Provide assistance to the Club and support any member of the Committee as required.

#### **Experience**

No experience required, team coach or manager experience will assist.

#### **Commitment**

This position will vary according to the amount of time you are prepared to put in.