

Volunteer Role Descriptions

Committee (MPSA), August 2022



TABLE OF CONTENTS

MPSA GOVERNANCE COMMITTEE ROLES

President	3
Vice President	4
Secretary	5
Treasurer	7
Fundraising Coordinator	8
Events Coordinator	9
Sponsorship Coordinator	10
Child Safe Coordinator	11
Committee Member General	12
Sport Specific Reps	13
Junior Rep	14
Social Media Coordinators	15

MPSA GOVERNANCE COMMITTEE ROLES

President

The President leads the club through meeting its' goals and objectives, governance, management and administration whilst ensuring the club meets all legal and compliance obligations.

DESIRED SKILLS

- Have a good working knowledge of the Model Rules for Association
- Ability to delegate
- Can communicate effectively
- Be approachable
- Experience in a leadership role
- Well-developed decision-making skills
- Experience with planning and operations
- Ability to effectively chair meetings, negotiate and take a neutral position
- Be receptive to change
- Hold or willing to apply for a current volunteer's 'Working with Children' check

KEY ROLES & RESPONSIBILITIES

- Attend MPSA Association meetings as required
- Chair Club Committee and AGM meetings
- Have a good understanding of all Association activities and operations
- Provide guidance and leadership to Committee and ensure they fulfil their responsibilities
- Alongside the Secretary, plan agenda's prior to committee meetings and ensure it is circulated in plenty of time
- Oversee all Association targets and objectives
- Preside at all meetings of the association and shall have a casting vote
- Report activities of the portfolio to the membership of the Annual General Meeting
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members
- Adopt and oversee risk management, policies and legal requirements
- Liaise with stakeholders e.g local council and local community groups
- Oversee strategic planning for the future of the Association
- Provide guidance and leadership to all association and club members.
- Act as a spokesperson for the Association when required
- Ensure all complaints and disputes are promptly investigated and responded to according to relevant association policy and procedure.
- Ensure association policies, manuals and role descriptions are all reviewed annually.

END OF YEAR HAND OVER

- Update key documents including position description, hand over notes, key contacts list
- Induct the new President and be available to train, mentor and support them
- Transfer any keys or security codes

Vice President

The role of Vice President is to support the President in the running of the Association. The Vice President will undertake the duties and responsibilities of the President if they become unavailable for any reason (in accordance with Model Rules for Association).

Responsible to: The President

DESIRED SKILLS

- Hold or willing to hold a current Working with Children check
- Well informed of Association activities
- Supportive
- Leadership skills
- Ability to chair meetings
- Unbiased and impartial
- Receptive to change

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the Association
- Have a good working knowledge of all association rules, by laws, policies and duties
- Understanding of compliance and legal obligations of the association
- Assist the President to set meeting Agendas
- Assist the President with strategic and budget planning
- In the absence of the President, they will:
 - Chair committee and/or annual meetings
 - Act as a spokesperson for the Association
 - Represent the club where required
 - Ensure all responsibilities of the President are completed where required

Secretary

The Secretary is responsible for the efficient management, coordination and communication of all administrative tasks undertaken by the Association including management of MPSA generic Facebook and email accounts.

Responsible to: The President

DESIRED SKILLS

- Be organized
- Have computer skills
- Be a good communicator
- Be able to keep confidential matters confidential
- Current or ability to gain a volunteer's 'Working with Children Check' or similar

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision and values of the Association
- Be familiar with all current Association documents
- Organise all committee meetings and Annual General Meetings (AGM).
- Prepare meeting agenda's in consultation with the President and send to attendees providing advanced notice.
- Check email via merrifieldpanthers@gmail.com and direct to appropriate person
- Prepare, distribute and file minutes/reports of all committee and AGMs
- Complete Annual Reports as required for the Incorporations Act and AGM.
- Call for and receive nominations for the Committee and other key club positions
- Maintain an accurate copy of the Rules and By-Laws of the Association.
- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
- Maintain a register of all members, sponsors and other relevant groups.
- Receive all correspondence directed to the Association, inform President, react, follow-up and distribute to appropriate members & file.
- Ensure all licenses required by the Association are current.
- Liaise with the association regarding registrations, player transfers, and complete other required paperwork.
- Act as the Public Officer of the Incorporated Association.
- Maintain Association templates eg. Letterheads
- Liaise with the local media, clubs and other community organisations when required.
- Maintain files of legal documents such as constitutions, leases and titles.
- Social media updates on the MPSA general account

END OF YEAR HAND OVER

A responsibility of the secretary is to ensure at the end of their term a new secretary is able to be recruited. An effective succession planning strategy is to appoint at least one assistant secretary who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual monitoring and support

Treasurer

The Treasurer is responsible for the financial management of the Associations accounts and financial transactions.

Responsible to: The President

DESIRED SKILLS

- Financial background and awareness of accounting procedures.
- Honesty and trustworthy
- Ability to keep accurate records
- Attention to detail
- Able to work in a logical and orderly manner
- Hold or willingness to gain a volunteer's 'Working with Children Check' or similar

KEY ROLES & RESPONSIBILITIES

- Prepare budget, in consultation with the committee to reflect income and expenditure of the Association and associated clubs for presentation at the first meeting of the year
- Maintain up to date records of all income and expenditure
- Maintain the associations cash flow and level of petty cash
- Prepare and distribute invoices/accounts for services rendered
- Attend monthly club committee meetings and provide a financial report
- Make details of all accounts available to the Committee and members as provided in the Corporate Affairs Act
- Oversee and seek reports of all other accounts held by Clubs of the Association
- Submit tax returns and income tax payments for employees as required
- Prepare financial accounts suitable for auditing and provide the auditor with all necessary information
- Report activities of the portfolio to the membership at the AGM
- Be one of several signatories – two on each club cheque
- Implementing financial management procedures which protect both the association and club funds and assets and the volunteers who handle them
- Control the club bank account(s) and account signatories
- Ensure all approved expenditure is paid when it's due
- Acquit funds received from government and/or grants
- Ensure all moneys due to the club are collected
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)

END OF YEAR HAND OVER

A responsibility of the treasurer is to ensure at the end of their term a new treasurer can be recruited. An effective succession planning strategy is to appoint an assistant who will be delegated tasks and responsibilities. When a new treasurer is appointed a clear handover must occur with all legal transfers of signatories and account information to take place

Fundraising Coordinator

The role of the Fundraising Coordinator is to develop, plan and coordinate fundraising activities for the association and its' associated Clubs.

Responsible to: President

DESIRED SKILLS

- Ability to keep accurate records
- Good organisational skills
- Good interpersonal and presentation skills
- Good written and verbal communication skills
- Be enthusiastic and creative
- Working with Children check or willing to obtain

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the Association.
- Investigate fundraising opportunities and provide the Committee with a fundraising plan and goals for the year.
- Review all fundraising requests from members and determine suitability and distribution of funds
- Coordinate fundraising activities and set up a sub-committee to assist if required.
- Arrange necessary permits, registrations and approvals as required.
- Create the marketing material eg. flyers, posters etc, to promote fundraising activities.
- Promote the fundraising activities to Club members and encourage them to gain support from their family and friends.
- Promote all fundraising activities on the website, social media, newsletter etc.
- Canvass sponsors and local businesses to support the fundraiser if appropriate. Ie. Voucher donations etc.
- Prepare rosters for volunteers assisting with fundraising activities as required.
- Ensure all materials required for fundraising are ordered and available.
- Supervise the collection of all monies raised and submit to Treasurer.
- Keep accurate records of monies received and spent for all fundraising activities.

Events Coordinator

The role of the social events coordinator is to coordinate the social activities of the Association.

The social coordinator may form a subcommittee to assist in the development and successful implementation of each of the social activities.

Responsible to: President

DESIRED SKILLS

- Well organized
- Delegation skills
- Communication skills
- Ability to liaise with external parties
- Energetic & enthusiastic
- Creative

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the Association
- Review social event and functions held the previous year and develop recommendations for the current year and submit to the Committee for approval.
- Coordinate all social event and functions for the Association and set up a sub-committee to assist if required.
- Arrange all necessary permits, registrations and approvals for social events as required.
- Promote all social events and functions on the website, social media pages, newsletter etc.
- Promote all social events and functions to Association and associated club members and encourage them to gain support from their family and friends.
- Act as the main contact for all social events and functions.
- Ensure all materials required for the events and functions are ordered and available.
- Supervise the collection of all monies and submit to Treasurer.
- Keep accurate records of monies received and spent for all social event and function activities.

Sponsorship Coordinator

The Sponsorship Coordinator is responsible for attracting, servicing and retaining sponsors for all the sporting codes for MPSA.

DESIRED SKILLS

- Hold or willing to apply for a current volunteer “working with children” check
- Possess strong written and verbal communication skills along with a strong, persuasive personality
- Professional, friendly, organised, energetic and determined
- Servicing existing sponsors and developing other revenue streams
- Ability to build a rapport with partners quickly
- In-depth understanding of what your Club has to offer sponsors
- High level of attention to detail
- Strong organisational skills

KEY RESPONSIBILITIES

- Be the primary point of contact for all sponsorship enquiries.
- In collaboration with the Committee, develop the MPSA Sponsorship Pack including sponsorship categories and fees which seek to grow and expand the sponsorship base of the Club.
- Work with the Treasurer to accurately set sponsorship sales targets which will be reflected in the Club’s budget.
- Create sponsorship marketing information which can be provided to Club participants so they can assist to sell sponsorships to their network of family and friends.
- In conjunction with the Secretary, update the Club website updated to reflect current sponsorship information and post via social media.
- Provide sponsorship agreements to sponsors once an agreement has been reached.
- Ensure that all sponsorship benefits are delivered as per agreement ie. signage, social media posts, memberships, tickets for relevant events etc.
- In conjunction with the Events Coordinator plan and deliver an annual sponsor recognition event.

Child Safe Coordinator

The Child Safe Coordinators role is to ensure that all checks and balances are in place to ensure that the Association is complying with ChildSafe policies, adequate record keeping is maintained and breeches are reported accordingly.

Responsible to: The President

DESIRED SKILLS

- Understanding of child safe practices for children and young adults
- Respectful and effective communication
- Ability to follow up and report on childsafe matters
- Strong record keeping skills
- Hold a Working with Children Check
- Undertaken relevant Childsafe training

KEY ROLES & RESPONSIBILITIES

- Promote good practice of safeguarding Children and Young People within the Affiliated Association or Club, creating a welcoming and safe environment for Children and Young Adults
- Encourage and promote an environment where Children, Young People, Parents and Guardians are participants in the decision making process
- Be the point of contact for all safeguarding Children and Young People matters
- Advise the Committee on roles that require a Working with Children Checks and ensure that all required WWC checks are completed
- Attend all Committee meetings and ensure that safeguarding Children and Young People is a standing agenda item for each Committee meeting
- Ensure all complaints, allegations and suspicion of Child Abuse, Bullying, Harassment or other inappropriate conduct such as Grooming are reported to the Police and/or Government Agency and the State and Territory Cricket Association in line with policies of each of the State Sporting Associations.
- Ensure all association/ club events have childsafe practices in place

Committee Member (General)

The role a Committee Member is to provide general support where required to all Office Bearers and other committee members in the running of the Association.

Responsible to: The President

DESIRED SKILLS

- Hold or willing to hold a current Working with Children check
- Well informed of Association activities
- Well organised
- Be enthusiastic and creative
- Willing to step in and support where assistance is required

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the Association
- Have a good working knowledge of all association rules, by laws, policies and duties
- Understanding of compliance and legal obligations of the association
- Attend committee meetings and sub-committee meetings where relevant
- Support other committee members in their roles – either proactively or as required
- Assist the fundraising activities and events where required
- In the absence of other general committee roles, they will assist in making decisions on relevant matters and brief the substantive role holder

Sport Specific Delegates

The role the Sport Specific Delegate is to provide specific advice and guidance regarding the development of the represented sport as well as update the committee on the operational and financial status of the represented sporting club. There are currently four sporting reps on the Committee covering the sports of basketball, cricket, football and tennis. The Delegate can either be the relevant Director or a nominated representative (pending they are member).

Responsible to: The President & the relevant sporting club Director

DESIRED SKILLS

- Hold or willing to hold a current Working with Children check
- Well informed of Association activities
- Knowledge of the represented sports operational and financial status
- Well organised
- Be enthusiastic and creative
- Willing to step in and support where assistance is required

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the Association
- Have a good working knowledge of all association rules, by laws, policies and duties
- Understanding of compliance and legal obligations of the association
- Attend committee meetings and sub-committee meetings where relevant
- Support other committee members in their roles – either proactively or as required
- Assist the fundraising activities and events where required
- In the absence of other general committee roles, they will assist in making decisions on relevant matters and brief the substantive role holder
- Provide updates on the represented sport at committee meetings include membership, current developments, financial status and child safety.
- Arrange a substitute to provide an update to the committee if unable to attend general meetings.

Junior Reps

The role a Committee Member is to represent the views of junior members and provide general support where required to all Office Bearers and other committee members in the running of the Association.

Responsible to: The President

DESIRED SKILLS

- Hold or willing to hold a current Working with Children check
- Well informed of Association activities
- Well organised
- Be enthusiastic and creative
- Willing to step in and support where assistance is required
- Ability to engage with peers and represent their interests at the committee level

KEY ROLES & RESPONSIBILITIES

- Adhere to the mission, vision, and values of the Association
- Have a good working knowledge of all association rules, by laws, policies and duties
- Understanding of compliance and legal obligations of the association
- Attend committee meetings and sub-committee meetings where relevant
- Support other committee members in their roles – either proactively or as required
- Assist the fundraising activities and events where required

Social Media Coordinators

Social Media Co-Ordinators manages the associations social media accounts (both Facebook & Instagram) by searching and creating content that drives engagement with the clubs range of members.

Social media co-ordinators manage content on each of the sport specific accounts including:

- Merrifield Panthers Basketball
- Merrifield Panthers Football & Merrifield Panthers Auskick
- Merrifield Panthers Cricket

The generic MPSA Facebook Page will be administered by the Secretary.

Responsible to: Operational Directors

DESIRED SKILLS

- A frequent user of social media sites
- The ability to plan what the association needs to communicate and when
- Ability to engage people through social media
- Respectful and effective communication
- Understanding how to create content including memes, photos and video for use on social media

KEY ROLES & RESPONSIBILITIES

- Understand the key social, fundraising and sporting activities that will take place throughout the year and develop strategies to support and promote each activity
- Create your communication strategy – break it into pre, during and post season strategies and define the information that will be included when and how?
- Review/update the social media policy (code of conduct) and ensure this is provided to the committee for sign off
- Recruit your social media team (if required)
- Update the club's social media platforms throughout the week during the season (updating followers on scores, results, injuries, achievements milestones, events etc)
- Promote associations/ club key activities and events throughout the year,
- Promote sponsors, especially promoting special offers from sponsors
- Engage with all divisions of the association to ensure their message and stories are being continually promoted and communicated.
- Review the list of people who have access to each of your club's social media sites and amend any access depending on volunteer changes
- Hand over any login or administrator details when handing over to the next social media coordinator