

The Deanne Calisthenics Club (Deanne) Committee Roles

Annual General Meeting

Election of committee members occurs each year at the Annual General Meeting usually held on the 2nd Thursday in February. All positions from the previous year are declared vacant and all positions are open for nomination.

Committee Positions

Executive Positions:

President

The President is the person who takes the hot seat, representing the overall Club and view of the Committee in a fair and just manner. The President also liaises with Cali ACT, if required, and the clubs within the Association for the good of Deanne and the sport in general.

The President works closely with the Secretary to formulate the agenda, set meeting dates and ensure smooth running behind the scenes. During meetings it's the President's role to keep members on track as determined by the agenda in a timely manner.

This role also requires liaison between the parents, participants, coaches and the Head Coach. The President is the first point of contact when a dispute cannot be resolved at the team level. The President can also fill the role of Cali ACT Delegate to keep up to date with the proceedings at Cali ACT.

Vice President

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and to step into the President's role where needed. It is often considered that the Vice President will succeed the President and undertakes this role as preparation.

Additional duties may include:

- organise Club comp duty rosters (including solo/duo and team comps)
- maintain and update the Constitution, as required
- coordinate the annual end of year event, including annual team photos, concert booklet (form a subcommittee of suitable appointees, as required)
- oversee other club events, as required (liaise closely with fundraising coordinator and form a subcommittee of suitable appointees, as required).

Treasurer

The Treasurer is responsible for keeping the clubs accounts in good working order. General tasks include:

- book keeping
- payments
- lodgements
- petty cash management
- collection of fees
- sending of statements to participants each term.

The Treasurer provides an up-to-date financial report along to each meeting so that members are able to make informed decisions. Deanne uses MYOB to record financial transactions and to produce

invoices/statements. At the completion of each calendar year the Treasurer supplies the relevant financial information to the Auditor, approved by the Committee (at AGM), to enable annual auditing of our accounts. The Treasurer's records and expertise are vital in the preparation of and adherence to the Club's annual budget.

Secretary

The Secretaries key roles are:

- setting meeting dates
- circulating the agenda items and reports
- recording the minutes of each meeting, including attendees and circulating them to Committee members and interested life members and coaches
- checking that action items have been carried out from the previous meeting.
- Sending whole of Club emails to participants families
- Acting as public officer of the club

The Secretary is the liaison point between Deanne, CaliACT and various other clubs/organisations, as required, for the provision and distribution of a whole host of information throughout the year.

The Secretary is also responsible for:

- Completing and lodging the club's Annual Return and updates any information with ORS, as required.
- Holding the key and accessing the club post box and distributing the mail received, as required.
- Drafting all outgoing correspondence, as required.
- Maintaining and updating all required forms for the club such as the annual registration form, Committee Roles etc.
- Keep records to allow the production of the end of year concert booklet such as soloists, competition results, team

Club Wardrobe Co-ordinator

The Club Wardrobe Coordinator keeps an inventory of all club costumes including head pieces and accessories and:

- liaises with the team coaches and wardrobe coordinators to ensure all teams have costumes and /or the materials required if available;
- facilitates access to costumes and props held in storage for coaches and team wardrobe coordinators; and
- co-ordinates access to the costume storage facility so everything can be picked up and stored at the end of each year.

The Club Wardrobe Coordinator is required to keep records of all items hired, borrowed and returned.

Head Coach

The Head Coach brings coaching knowledge and expertise to the Committee. They are responsible for the development and co-ordination of support and training for all coaches within the Club from class assistants, cadets to team coaches.

The Head Coach is responsible for:

- communicating and distributing all coaching and competition related information including deadlines to Deanne coaching staff;
- completing competition entry forms, when required;
- coordinating regular meetings with team coaches, and other coaches as required
- viewing classes of each age group during the year.

- Providing advice and making decisions for the Deanne committee on coaching matters including the appointment of coaches, assistant coaches, cadets and class assistants;

General and Appointed Positions:

Ordinary Member

Ordinary members are encouraged to attend the Club meetings so that they can contribute to the decisions that occur. There are five Ordinary member positions filled each year and can vote.

This is the perfect role for those who are unsure if they would like to take on a formal position but would still like to be involved in the general workings at the Deanne Club. Ordinary members should consider assisting with sub committees to provide additional help where needed within the club.

Registrar

The Registrar is responsible for receiving annual registration forms and processing them. This includes:

- maintaining the Club's database
- updating the Cali ACT data base
- calculating the amounts due to Cali ACT for registration
- providing details of participants to the Treasurer as a matter of urgency following registration.
- Completing entries for team competitions
- maintaining a register of Working with Vulnerable People (WWVP) card holders for Deanne

The Registrar maintains the Club's participant, volunteer and WWVP databases throughout the year providing updates to the Team Managers, Secretary and Treasurer, as required. If in any year, the office of Registrar is not filled the duties will fall to the Secretary as determined by the outgoing or current President. The Registrar also assists the Secretary as required particularly stepping in when the Secretary is not available for meetings.

Public Officer

This position is generally attached to another position such as Secretary, however can be a standard along role if someone wishes to apply. This role is as the Office bearer for the Club and position must be decided at the AGM.

Venue Booking Co-ordinator

The venue booking coordinator is responsible for:

- booking the end of year concert theatre
- booking stage practice as agreed with Head Coach
- booking the theatre for Deanne Friendly comp
- maintaining contact with St John Vianney Primary School
- maintaining the hall hire agreements on behalf of coaches, managers and St John Vianney Primary School.
- maintaining a central booking calendar and making sure solo coaches keep bookings up to date and that all events are scheduled correctly including normal team practices, extra practice, whole of club events and mentor weekends.
- booking any other venues if SJV is unavailable.

Fundraising Co-ordinator

Fundraising is important to the club to offset the budget shortfall each year for items such as costumes, hall hire, coaching, mentoring, club gatherings, club storage facility and insurance.

A Fundraising coordinator is required to head a sub-committee allowing the fundraising to be shared. Consulting with the Committee, the sub-committee determines the scope of fundraising activities such as the trivia night or major raffles. Appropriate financial records of these activities need to be kept for both the treasurer and future fundraising officers.

Webmaster

The webmaster is responsible for keeping up to date content on the Deanne website for all current and future participants.

The webmaster will receive updates from the committee and team Coaches and Managers to update content. Full instructions on the updating of the website are provided. The current website is easy to update and is supported by the web developer.

Social Media Officer

The social media officer is one of the most important positions within a club as social media is such a powerful way to grow and engage our club's audience. Effective use of social media supports and drives the achievement of the club. All posts must be well written, be fair across all age groups and abilities and meet the ACF standards for social media policy (code of conduct).

The volume of information that is required to be included in social media means that the role is often too big for one person so a key function of the role is to build and co-ordinate the activities of the social media team. The social media officer needs to understand the clubs key events, fundraising and recruitment activities that take place throughout the year and develop strategies to support and promote each activity.

Social Media responsibilities include:

- Actively update the club's different social media platforms on a regular basis. At a minimum the club requires all recruitment, competitions and events to be covered, reminders issued and general updates on each team's progress.
- Information to post will be provided in meeting minutes or requests will come directly from Secretary, coaches or exec committee members.
- Provide posts for special events such as Anzac Day, Easter, Mother's Day, and Father's Day.
- Promote club's key activities and events throughout the year such as: recruitment; new coaches announcement; welcome to start of each term; advise of end of each term; all fundraising events; Deanne comp incl open and close of entry dates, ticket sales with link to purchase and when each age group is on.
- Teenies team require regular posts to advise of new dates and encourage participation.
- Promote sponsors, especially promoting any special offers from sponsors which people love
- Facilitate social media participation and engagement within the club to actively engage followers to transform visitors into advocates for the club (creating a sense of belonging between the club and each individual)
- Engage with all teams within the club to ensure their message and stories are being continually promoted and communicated.
- Provide regular updates to the Deanne committee on progress.

Cali ACT Delegates and Cali ACT Comp Delegates

Delegates represent the Deanne Calisthenics Club at the Cali ACT meetings and report back to the Deanne Committee meeting.

There are 2 delegates required for the general Cali ACT meetings and 2, or more, delegates for the Cali ACT Competition meetings.
Cali ACT comp delegates are also required to assist at all Cali ACT competitions throughout the year.

Deanne Competition Convenor

The Deanne Competition Convenor is responsible for organising our Club competition in June each year. The Deanne Competition Convenor is required to head a sub-committee allowing the roles to be shared.

Regularly consulting the committee, the sub-committee is responsible for:

- distributing and receiving all entry forms
- receiving music from coaches
- liaising with the theatre staff
- completing the program
- organising the adjudicator/s and their travel requirements
- identifying and communicating the volunteer positions required for the weekend.
- tracking expenditure and providing details of profit for the Treasurer

This position should be shared to distribute the large amount of work required to make this competition successful.

Canteen Co-ordinator

The canteen coordinator is responsible for:

- the canteen during competitions particularly the Deanne Friendly Competition weekend. Including setting the menu and pricing.
- Booking fund-raising BBQ's at Bunnings or other locations. Profits are split with a 15% allocation to the club and 85% distributed to volunteers credited to fees or team fundraising.

The coordinator is allocated a budget and is required to make all purchases and keep account of all moneys spent and received within the budget. The coordinator also manages the volunteers by allocating jobs and keeping the canteen clean. Roles for the Bunnings BBQ roster include; Shopping, trailer pickup/drop off, filling 3 hour shifts across the day including wash up, standby delivery person and standby volunteer.

Merchandise Officer

The Merchandise Officer is required to coordinate the purchase of new Deanne Merchandise at the beginning of each year. They liaise with Team Managers, Parents and participants to determine the requirements of new uniforms including allowing participants to try on sizes. The Merchandise Officer then places an order for new uniforms and distributes the orders to team managers once received. The Merchandise Officer will also need to be contactable for any issues with new merchandise. Generally this position falls to the Club Wardrobe Manager if not filled.

Skills Delegate

The Skills Delegate is responsible for co-ordinating the Club's involvement with the Cali ACT Skills program generally from September to early December each year. They ensure all information for participants/parents is distributed in a timely manner and club forms are returned to the Cali ACT Skills Convenor by the due date.

The Skills Convenor may also request that they arrange club representatives or are available to undertake any allocated duties during the training and examination weekends.

Team Positions

Team positions are organised in agreement with the Coach and can be voted in as a member of the Deanne Committee.

There are two representative positions on the Committee for each team. Coaches are strongly encouraged to take one of these roles and to attend committee meetings so they are involved in the decision making for the club and receive a voting right. The second position should be filled by the Team Manager or another parent that is also available to attend the committee meetings and has a good knowledge of how the team is progressing such as the Team Wardrobe Manager.

These positions perform the following roles:

Team Manager

Each Team requires a parent to fulfil the role of Team Manager for the year.

The Team Manager attends every class practice, including extra practices, and performs the vital role of contact person within the team for parents and participants and liaison/support person to the Coach/es. Full details are provided in the Deanne Managers Info.

Team managers are also responsible for tasks such as:

- updating parents on club and team matters in a timely manner
- working effectively with team coach to ensure their position and view is well represented amongst parents and at committee meetings
- Demonstrate and promote behaviour that is compliant with the Cali ACT code of conduct.
- representing the team as a member of the committee
- co-ordinating competition duties and providing details to parents
- fundraising for the team including organising volunteers for club BBQ's
- keeping an up to date contact list of all members within the team
- advising when participants leave
- liaising with the Treasurer and forwarding any financial statements or reminders as required
- providing relevant details/completing competition entry details for the Club Head Coach
- addressing the queries or concerns of any parent or team members as they arise, or directing them to the coach or relevant committee member for assistance
- co-ordinating interstate competition arrangements in conjunction with the coach
- budgeting and reconciling all expenses for the annual interstate competition, where relevant.

Team Wardrobe Manager

The Wardrobe Manager liaises with the team Coaches and Club Wardrobe Co-ordinator regarding costumes available/required for each team. The costume budget for each age group is advised by the Treasurer in the first couple of months of the year and it is the Wardrobe Managers' responsibility to adhere to this allocation. Generally, Wardrobe Managers role is to:

- source or make costumes including purchasing materials, make patterns, produce samples for approval by Coach. All costs are reimbursed
- organise any sewing bees with team families to alter/produce costumes and accessories or complete decorating
- make sure all costumes and headpieces are taken to the competition and collect all costumes at the end of the performances for careful storage. Alternatively, depending on the coach's preference and age group, all costumes can be provided in a costume bag to each competitor for them to keep at home to take to all competitions.
 - Parents will need to be reminded to take good care of costumes and that they only worn at competitions.
 - costumes need to be aired after each competition before being stored in the costume bag. If the underarms smell, the underarm area can be gently hand washed and costume hung out to dry.

- be the team's 2nd representative on the Committee, if the position is not filled by the coach, and attend monthly Committee meetings when available.
- Remind parents to wash practice skirts every 6 weeks, they should be washed on a gentle cycle in a bag.
- On competition days assist the Coaching team and Team Manager, as required, by getting the girls ready and assisting with costume changes.
- Hand wash all costumes after the end of year concert or if costumes are smelly during the term arrange for the costumes to have underarms washed.
- Check that costumes are in good repair including sequins/beading prior to returning them to Club storage at the end of the year
- Working with Team Manager (if required by) regarding any directions from Covid19 Safety Officer