

## **MUSC Committee Executive Positions**

### **President**

- Manage committee
- Communicate and maintain good relationships with MU Sport
- Represent MUSC
- Facilitate club activities
- Ensure budgeting and planning carried out in accordance with members' interests
- Maintain vision
- Make decision if committee comes to a standstill
- Address player enquiries and lead other recruitment activities
- Facilitate Australian University Nationals team

*\*\*Preference for a MU student to fill this role*

### **Vice-President**

- Be present when President away and fulfil relevant duties
- Should be included in all communications undertaken by the President
- Support committee with executing tasks as required
- Arrange and manage sponsorship opportunities for the club

*\*\*The intent of this role is to prepare to be President in future years*

### **Secretary**

- Committee meetings (scheduling, agenda, minutes)
- Central point for club communications including in-person and online
- Maintain club documentation (policies / reports / club handbook)
- Address player enquiries
- Maintain register of members

### **Treasurers (2 positions)**

- Provide advice to the Committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies and bank accordingly; arrange and dispatch invoices as required
- Pay all accounts and maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Financial reports – present at regular committee meetings and prepare an annual report
- Manage player registration payments and records of payments
- Be a signatory on club bank account

## ***MUSC Committee Non-Executive Positions***

### **Head Coach**

- Coordinate coaches
  - Manage all team coaches, ensure training and game attendance or arrange coach replacements
  - Liaise with coaches regarding player feedback
  - Set up Batting training schedule (any changes to be managed by individual coaches)
- Coaching role (as required) – training and match day
- Team allocations: sort players into appropriately graded teams in conjunction with individual team coaches
- Develop new coaches

### **Club Manager**

- Manage equipment and uniforms
  - Ensure appropriate equipment/uniforms available for training sessions, tournaments, and games
  - Raise any equipment/uniforms purchasing requirements with the committee
- Player movement requests
  - Ensure coaches have put in necessary requests for player movements between teams
- Teamer Notifications
  - Generate Teamer invites for all players (team coaches to follow up players)
- Attend MSA Management Meetings and relay information back to committee
- Organise players to attend early, late and canteen duty

### **Social Coordinator**

- Plan social events for club:
  - Keep calendar of events
  - Lead organization of key events (forming sub-committees as required):
    - Mid-season and end of season trip
      - Includes plan and purchase of food, car pool arrangements
    - Fundraising events (including Trivia night)
    - Inter-club events
    - Presentation night
- Support media and marketing coordinator with fundraising activities

### **Media and Marketing Coordinator**

- Promote the club in a professional and appropriate manner
- Manage all club social media communication
- Manage club marketing and fundraising activities
- Ensure website kept up to date

If you have a suggestion for a committee position, please let us know at our Annual General Meeting!