



# Coombah Clippers Basketball Club

## Committee Role Descriptions

\*\* All club committee members and volunteers **MUST** hold a valid Blue Card in accordance with Queensland child safety legislation. \*\*

### President

#### Key Responsibilities:

- Provide leadership and strategic direction for the club.
- Chair committee meetings and ensure decisions align with the club's constitution and Seahawks policies.
- Represent the club at Seahawks and external meetings.
- Support all operational functions and resolve issues affecting the club.
- Promote a positive and inclusive club culture.

### Secretary

#### Key Responsibilities:

- Be the first point of contact for all player, parent and family enquiries.
- Manage all official club correspondence and maintain club records.
- Organise and record minutes for all meetings.
- Assist the registrar with player and team registration processes.
- Maintain a separate up-to-date record of all coaches and managers, including:
  - Full name, contact details, team allocation
  - Blue Card number and expiry date
  - The team they are appointed to
- Liaise with Seahawks and the relevant competition administrators.
- Provide formal notice of meetings, including AGM and distribute agendas and applicable documentation.

## **Treasurer / Registrar**

### **Key Responsibilities:**

- Oversee the clubs financial operations in line with the NGCS Constitution
- Maintain accurate financial records of all club income and expenditure.
- Liaise with the Seahawks Account Manager and Treasurer to ensure accurate and timely reporting.
- Prepare and present financial reports for committee meetings.
- Assist the Secretary with team and player registration each season.
- Assist in maintaining accurate records in BasketballConnect.
- Coordinate uniform orders, delivery, and distribution.
- Maintain a club asset register and track returns.
- Act as the primary liaison for all club team managers.

## **General Committee Roles**

To better serve the operational needs and strategic growth of the club, the General Committee Member positions have been formally divided into specific portfolio roles. Each role is an elected or appointed volunteer position that contributes to the management and delivery of key club functions. All General Committee Members must hold a current Blue Card.

### **1. Coach Coordinator**

#### **Responsibilities:**

- Coordinate coach nominations, appointments and allocations across teams.
- Act as the primary liaison for all club coaches.
- Share Seahawks coaching updates and development opportunities.
- Encourage coach accreditation and alignment with the Seahawks' development model.

### **2. Events Coordinator**

#### **Responsibilities:**

- Plan and deliver key club events (e.g., end-of-year celebration, team photo days, presentation nights, fundraising days).
- Coordinate logistics such as venues, equipment, awards, volunteers, and catering.
- Work collaboratively with the Social Media Coordinator for promotion and communications.

### **3. Social Media Coordinator**

#### **Responsibilities:**

- Manage and monitor the club's social media accounts.
- Create engaging content to promote trials, games, events, and achievements.
- Ensure content reflects the club's values and complies with Seahawks' media policy.
- Coordinate with the President and Secretary to prepare and distribute notices, messages and reminders.

### **4. Grants and Sponsorship Coordinator**

#### **Responsibilities:**

- Research and apply for relevant grants to support club operations and growth.
- Identify and secure sponsorship opportunities.
- Maintain a sponsorship register and ensure recognition is given appropriately.
- Collaborate with the Events and Social Media Coordinators to promote sponsor partnerships.
- Engage with the local community to create brand awareness around Coombabah Clippers. Encourage the local community – schools, MPs, businesses to support or promote our club as a leader in providing safe and fun sporting environment for our local children.

#### **Note:**

All General Committee portfolio holders are equal voting members of the committee, and are expected to:

- Attend and contribute to committee meetings.
- Assist other portfolio areas when needed.
- Act in the best interests of the club and uphold its values.
- Hold and maintain a current Blue Card at all times.