

NOBLE PARK CHESS CLUB COMMITTEE POSITIONS

EXECUTIVE POSITIONS

CLUB PRESIDENT:

Proposing and overseeing policy decisions in the club
Chairing of committee meetings
Ensuring implementation of key committee resolutions
Overseeing financial status of the club and ensuring the club's solvency
Liaising with state associations / other clubs
Liaising with sponsors / club funders
Co-ordination communication between committee members outside committee meetings

Duration of incumbency: 2 years maximum

Appointment: Nomination by the club at AGM. The nominee should usually be an existing committee member.

Accountable to: Club Committee

VICE-PRESIDENT

Supporting the Club President in decision-making and implementation
Undertaking President's duties in absentia

Duration of appointment: 2 years maximum

Appointment: Nomination by the club at AGM. The nominee should usually be the previous Club President.

Accountable to: Club President

CLUB SECRETARY

Scheduling and organisation of committee meetings
Administering day-to-day running of the club activities, e.g. liaising with venue personnel
Overseeing event running of the club tournaments, e.g. pairings, scheduling, housekeeping, equipment, prizes, entries. (note: this role is implemented by the Tournament Director below)
Supporting the Club President in implementation of tasks from committee resolutions

Duration of appointment: 2 years maximum – extendable by AGM resolution.

Appointment: Nomination by the club at AGM.
Accountable to: Club President

CLUB TREASURER

Managing the club's finances, including banking duties
Preparing budget statements at least quarterly or upon request by the committee
Preparing accounts for Consumer Victoria

Duration of appointment: 2 years maximum

Appointment: Nomination by the club at AGM.

Accountable to: Club Committee / President

NON - EXECUTIVE POSITIONS

All non-executive committee positions have unlimited durations and are appointed by the club at the AGM.

NEWSLETTER EDITOR / PUBLICITY

Production of the club's newsletters
Publicising the club's events in forums, advertisements etc.

Accountable to: Club Committee

JUNIOR COACHING PROGRAM CO-ORDINATOR

Overseeing the running of the JCP
Organising roster of coaching staff / volunteers
Scheduling of JCP sessions
Managing finances of JCP i.e. ensuring payments from JCP students

Accountable to: Club Committee

EQUIPMENT & HOUSEKEEPING (more than one member may be nominated)

Supporting the Club Secretary in the running of club tournaments
Responsibility for setting up and closing down of club premises during tournaments
e.g. organisation of rosters of volunteers
Ensuring adequate supply of all equipment and their working order

Accountable to: Club Secretary

TOURNAMENT DIRECTOR

Responsibility to ensure the smooth running of the club tournaments, e.g. pairings, scheduling, housekeeping, equipment, prizes, entries.

Dealing with enquiries and issues arising from players etc regarding tournament events.

Accountable to: Club Secretary / Committee

FUND-RAISING

(more than one member may be nominated)

Supporting the Club President in implementing funding options
Researching funding options, including sponsorships, grants etc.
Liaising and following-up with potential funders

Accountable to: Club President

WEBMASTER

Responsibility for ensuring design, updating and functioning of website

Accountable to: Club Secretary

SPECIAL EVENTS CO-ORDINATOR

(more than one member may be nominated)

Responsibility for organisation of special club events i.e. open days, club coaching days, weekender.

Co-ordinating volunteers to organise these events including promotion and any required funding.

Accountable to: Club Committee / President