

Calisthenics Buderim Inc. 2023 Club Committee Job Descriptions



Club Executive Members -

Must attend 1-2 club committee meetings per year, plus the Annual General Meeting.

Club President and Vice President

- Chair all club committee meetings x 1-2 per year
- Correspond in timely manner to facebook messages within committee chat
- Fill in Club Ordinary Membership form to register Calisthenics Buderim with CAQI
- Assist Treasure to Compile Team, SDG and Pupil Skill Budgets
- With the assistance of Secretary, compile and submit Club Report to CAQI as requested
- Handle and Respond to any issues/complaints
- Attend All Club Events, Concerts and Committee Meetings
- Assist the events coordinator where needed with the organisation of any events
- Review Club Newsletter (min 2 per year)
- Be responsible along with treasurer for registering all Club Members on to National Database.
- Assist in organising any Club Functions such as:
 - Solo Mid-Year Concert
 - End of year Function
 - End of year Concert
 - Workshops
- Assist in preparing and Send SDG Application Forms to Club Members
- Assist in preparing and Send Coaching, Cadet and Demonstrator Application Forms and Compile for Executive Team
- Organise Team Training Days/Times with Coaches, Coaches to Distribute SDG Information
- Overlook all roles in committee and assist where necessary

Club Secretary

- Attend all club committee meetings x 1-2 per year
- Correspond in timely manner to facebook messages within committee chat
- Manage the Club email address, respond to all enquires within 3 days of receiving emails, forward relevant information to other committee members/coaches and send club correspondence as necessary or communicate with management if unsure of response.
- Compile, Organise and send out Agendas for club committee meetings
- Take minutes of committee meetings, type up and distribute to committee
- Keep a Registrar of Working with Children Blue Card and First Aid Certificates and send off any renewals/applications
- Compile Club Newsletter and send out
- Review all newsletters and official emails prior to issue, as necessary
- Add membership emails to email account, adding email to age group/SDG/skills mail out
- Assist in organisation of club advertising - eg. School newsletters, newspaper articles, flyers and brochures
- Assist in preparing and Send SDG Application Forms to Club Members
- Assist in preparing and Send Coaching, Cadet and Demonstrator Application Forms and Compile for Executive Team
- Fill, Communicate to Team Managers and ensure all fundraising and competition positions are filled
- Organise Team Training Days/Times with Coaches, Coaches to Distribute SDG Information
- Attend All Club Events, Concerts and Committee Meetings



Club Treasurer/Book Keeper

- Attend all club committee meetings x 1-2 per year
- Correspond in timely manner to facebook messages within committee chat
- Once elected – incoming Treasurer will need to take minutes from the AGM to a Suncorp Branch to have signature added to Club account and be set up with log in/password for internet banking. Ensure the book keeper is added to bank account
- Compile Team Budgets
- Attend All Club Events, Concerts and Committee Meetings
- Do up individual accounts/statements for members.
- Monitor bank statement and credit payments to members individual accounts.
- Email statements out to members.
- Chase up unpaid fees
- Arrange cash floats when/where necessary eg fundraising BBQs, Concerts etc.
- Transfer payments to CAQI as necessary for coaching, cadet, club membership and other expenses.
- Pay all other invoices as necessary.
- Bank any cash as necessary (fees/fundraising etc).
- Organise any reimbursements to Coaches, Team Managers etc as necessary within 2 weeks of receiving receipts.
- Compile months reconciliations.
- Do up books for Accountant/Auditor as soon as possible after 31st Dec each year – to have back for AGM in February of every year.
- Book and pay for Coaches accommodation to away Competitions (team comps only).
- Will need to apply through CAQI/ACF Registrar for LOG IN and PASSWORD for ACF National Database.
- Be responsible along with president for registering all Club Members on to National Database.
- Be responsible for deregistering any members as necessary.
- May need to purchase incidentals.
- Ensure coaches are spending Budgets, including Costume and Prop budgets
- Organise First Aid Kits for Team Coaches



Coaching Coordinator (Must be Level 1 Coach)

- Attend all club committee meetings x 1-2 per year
- Correspond in timely manner to facebook messages within committee chat
- Submit all Coaching & Cadet registration to CAQI Coaching Coordinator
- Submit all Cadet and Level 1 (and 2) Coaching Course Applications
- Organise Coaches to be Monitored/Assessed with the CAQI Coaching Coordinator
- Arrange Club Coaches Meetings - At least 1-2 per year
- Ensure Coaches Attend CAQI Meetings and Confirm Dates and Locations
- Prepare and Send SDG Application Forms to Club Members
- Prepare and Send Coaching, Cadet and Demonstrator Application Forms and Compile for Coaches Meeting
- Organise Team Training Days/Times with Coaches, Coaches to Distribute SDG Information
- Provide link of SDG Entries to Coaches for Distribution to Competitors
- Enter all team competitions in MyStage
- Ensure Coaches Submit Music, Lighting and DLP sheets prior to Due Date
- Organise Filming for SDG and Team Competitions
- Prepare and Send Calisthenics Skills Application Forms
- Organise Calisthenics Skills Training Days/Times
- Organise Coaching Team for Calisthenics Skills Training
- Advise Calisthenics Skills Exams Results
- Collate coaching applications for 2024 and present to committee for voting and then communicate coaching application outcomes for 2024 to all relevant parties
- Handle Coaching Complaints and Issues (Coaches Only)



Fundraising, Graphic Designer and Social Media

- Attend 1-2 club committee meetings per year
- Correspond in timely manner to facebook messages within committee chat
- Source and apply for grants where eligible
- Compile letters regarding: Sponsorships & Donations
- Arrange/organise 4 Club fundraisers per year: Examples may include;
 - Chocolate Frog drive
 - BBQ's at IGA/
 - Raffles
 - Trivia Night
 - Wine Drive
 - Meat tray raffles
- Design all banners, brochures and programs for concerts, events and social media
- Design invitations for age groups, when requested from coach
- Assist Rep Team coaches in the coordination of any Club Promotion/Apearances
- Assist in organising any Club Functions such as:
 - Disco
 - Solo Mid-Year Concert
 - End of year Function
 - End of year Concert
 - Workshops
- Discuss with coaches organising Team Bonding Activities throughout the year
- Concert duties may include:
 - Check venue booking (liaise with treasurer and secretary)
 - Assist coaching coordinator with running sheet
 - Compile and prepare online Concert Program and MC running sheet
 - Organise free tickets for prospective members (liaise with Secretary)
 - Organise raffle
 - Organise volunteers for duties
- Post information on social media regarding workshops, classes, achievements
- Try to post a range of age groups (avoid posting about the same age group twice in a row) post a minimum of 2 posts a week to keep engagement up
- Post relevant and engaging posts, when posts aren't engaged with our name in google search goes down, so ensure what is being posted gets comments, likes and shares
- Simple designs through canva - Text: Norwester, Allira and Brittany
- Banners, brochures, programs etc. liase with Graphic Designer



Club Ordinary Members -

Must attend the Annual General Meeting.

Uniform Coordinator

- Attend Annual General Meeting meeting per year
- Stocktake of uniforms and communicate with treasure to order new uniforms when needed
- Attend age group classes at start of year or organise with coaches/team manager to hand out uniforms to new members and/or existing members
- Take note of sizing handed out to members and update spreadsheet, inform treasurer of member details
- Do not hand out uniforms until payment has been made, secretary will update you on payments received.