

Calisthenics Buderim Inc. 2022 Club Committee Job Descriptions



Club Executive Members -

Must attend 3 club committee meetings per year, plus the Annual General Meeting.

Club President and Vice President

- Chair all club committee meetings x 3 per year
- 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 3 per year)
- Be responsible along with treasurer for registering all Club Members on to National Database.
- Assist in organising any Club Functions such as:
 - Disco
 - Solo Mid-Year Concert
 - End of year Function
 - End of year Concert
 - Workshops
- Overlook all roles in committee and assist where necessary

Club Secretary

- Attend and organise committee meetings x 3 per year
- 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
- Fill, Communicate and ensure all fundraising and event positions are filled
- Attend All Club Events, Concerts and Committee Meetings

Club Treasurer/Book Keeper

- Attend committee meetings x 3 per year
- 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.
- 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.
- Communicate to book keeper regularly to ensure all information is up to date.

Coaching Coordinator (Must be Level 1 Coach)

- Attend committee meetings x 3 per year
- 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 4 per year
- Fill in Duty Roster for Competitions
- 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 SDG and 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
- Confirm DLPs being used in each age group, this is an additional cost and will come from your age groups budget
- Ensure Coaches Submit Music, Lighting and DLP sheets prior to Due Date
- Confirm Light Plotting Times with Coaches
- 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
- Organise First Aid Kits for Team Coaches
- Collate coaching applications for 2023 and present to committee for voting and then communicate coaching application outcomes for 2023 to all relevant parties

- Ensure coaches are spending Budgets, including Costume and Prop budgets
- Handle Coaching Complaints and Issues (Coaches Only)

Club Ordinary Members -

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

Fundraising, Graphic Designer and Social Media

- Attend 2 club committee meetings per year
- 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 program for CAQI State Championships (SDG and State)
- Design invitations for age groups, when requested from coach
- Assist Rep Team coaches in the coordination of any Club Promotion/Appearances
- 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. liaise with Graphic Designer



Uniform Coordinator

- Attend 2 club committee meetings per year
- Stocktake of uniforms and communicate with treasure to order new uniforms when needed
- Attend all 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.

Cadet and Demonstrator Mentor (Must be Level 1 Coach)

- Attend club committee meetings where coaching coordinator is not available, also must attend 2 club committee meetings per year.
- Assist Coaching Coordinator with Cadet registration to CAQI Coaching Coordinator
- Assist Coaching Coordinator with Cadet Course Applications
- Monitor and provide assistance to our Cadets and Demonstrators throughout the year and provide feedback
- Compile feedback from Coaches on our Cadets and demonstrators, how we can make them the best that they can be, then meet with Cadets individually to provide constructive and positive feedback
- Arrange Cadet and Demonstrator Meeting and/or Workshop
- Provide Cadet and Demonstrator Reflection Documents throughout the year to assist girls and ensure they understand their role etc.
- Assist Coaching Coordinator with preparing and sending Cadet and Demonstrator Application Forms for 2023 and Compile for Coaches Meeting
- Arrange Demonstrator for Calisthenics Skills Training
- Handle Cadet and Demonstrator Complaints (This may be complaints from coach about pupil and assisting the coaching coordinator in handling these or vice versa)