

## Committee Member's Duties

While Committee members are expected to undertake the duties for which they are elected, they will be expected to assist other members as needed. They are also expected to assist in carrying out club functions and fund-raising events.

**President** – This is mainly an honorary role; the president is the most senior representative of the club and engages with the committee.

**Vice President** is also an honorary role, as with President. The club may have more than one Assistant Presidents.

The **Chair** presides at meetings of the Executive Committee and the Annual General Meeting, and generally oversees the work of the Executive Committee. The Chair will also form sub-committees as required, deal with complaints, mediate as needed.

**Secretary** – shall take the minutes of meetings of the Executive Committee, conduct correspondence, communicate with other committee members, keep records and generally administer the affairs of the club, other than financial affairs.

**Assistant Secretary** – assists the Secretary as needed.

**Treasurer** – shall be responsible for maintaining records of financial transactions and carry out the financial decisions of the Executive Committee, Shall be the driving force in fundraising events, etc.

**Assistant Treasurer** – assists the Treasurer as needed.

**Ways and Means**, will work with treasurer in organising fund raising events.

**Captains**- shall oversee the selection of teams for entry to competitions as appropriate. The captain may appoint a Vice Captain, who will not be a member of the Executive Committee

**Director of Coaching**- shall oversee the allocation of coaches to groups within the club; monitor the requirement and usage of equipment and facilities.

**Registrar** – shall register all paid-up members with AAI, liaises with Treasurer and Captains.

**Athlete Representative** – Brings athletes' concerns to the Committee if required.

**Juvenile Director**- shall oversee the management of the affairs of juvenile members; liaise with the secretary, registrar and chair as necessary.

**Children's' Officer** is appointed by the Executive Committee.

**Data Protection Officer** is appointed by the Executive Committee (Currently incorporated in Registrar's duties)

**PRO** – Undertakes publication of information on club website and club social media, engages with all media outlets to promote the club activities and the good name of the club.