



AUTC Committee Position Descriptions

President

- Arrange monthly meetings of the club's committee
- Respond to external enquiries and refer to appropriate person within the club
- Seek and apply for funding grants on the club's behalf
- Oversee financial management of the club
- Liaise with region's TFSA League team (Stingrays) committee
- Facilitate club teams' entry into touch competitions such as:
 - City touch
 - State Cup
 - Beach touch
 - Colley Reserve
 - Any other touch events
- Represent the club at state body/association events and meetings
- Report issues concerning the club to the club committee
- Arrange a club Annual General Meeting according to the guidelines laid out in the club constitution

Secretary

- Draw up an agenda for each committee meeting and distribute in advance of the meeting
- Prepare and distribute draft meeting minutes to the committee for approval
- Post final versions of meeting minutes to the AUTC website and mailing list in PDF
- Prepare letters for grant and scholarship applications in collaboration with President
- Ensure club news is announced via social media sites
- Collate and distribute club news via announce on a weekly basis
- Respond to external enquiries through the website

Treasurer

- Maintain a record in of club money in and out
- Reconcile statements from UniOne with club account
- Prepare annual financial report in August of each year
- Prepare financial reports at the conclusion of Waite and the winter season each year
- Monitor bank account balances online
- Monitor investment account balances
- Conduct online transfers of money in collaboration with fellow signatories

- Ensure account signatories are current and active club committee members and update as necessary
- Provide advice to the club committee on the club's financial state as required
- Prepare club operational budget in September of each year
- Chase up outstanding club/playing fees as required
- Make payments to eligible referees/coaches at the conclusion of each playing season through coordination with referee coordinator and any other appropriate people

Social Coordinator

- Arrange social events to foster and promote social interaction within the club
- Arrange the annual Winter end of season dinner in collaboration with club committee
- Liaise with club Treasurer to ensure any financial transactions concerning social activities occur promptly and accurately
- Provide summary reports of events for inclusion in announce emails, social media sites and AUTC's website

General Committee Member

- Provide assistance as requested by the President, Treasurer, Social Coordinator and Secretary
- Attend and participate in club committee meetings
- Represent AUTC at AUSA meetings and AGM
- Promote AUTC events and club activities

Head Coach

- Liaise with all AUTC coaches to develop and present AUTC training sessions
- Select teams in consultation with other coaches and committee-appointed competition organiser
- Advise coaches of new player appointments to their team; ensure player's details are given to coaches
- Write season overview for AUTC newsletter at the conclusion of each season
- Encourage club members to take up coaching position through mentoring and offering staged approaches to coaching i.e. allowing new coaches to take smaller groups at training, or delivering only a small section of training
- Provide constructive and encouraging feedback to coaches on their coaching performance in a private space
- Promoting attendance at coaching courses