

## **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