

# Parkdale Pacers Committee Responsibilities

<b><i>Committee Positions [Elected Executive Positions]</i></b>	<b><i>Responsibilities</i></b>
President	<ul style="list-style-type: none"> <li>• Chair of AGM and Committee Meetings</li> <li>• Master of Ceremonies at Presentations</li> <li>• Figurehead of Club for Media purposes</li> <li>• Primary point of contact for dispute resolution</li> <li>• Joint signatory of cheques</li> <li>• Member of quorum for resolutions to be passed</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>• Stand in for President if unavailable</li> <li>• Nominated as the Clubs public officer</li> <li>• Joint signatory of cheques</li> <li>• Author of Bi-Annual newsletter, registration form and fee schedule</li> <li>• Member of quorum for resolutions to be passed</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Holder of member listing</li> <li>• Minute taker at committee meetings</li> <li>• Key point of contact from Association</li> <li>• Joint signatory of cheques</li> <li>• Member of quorum for resolutions to be passed</li> <li>• Committee meeting agenda</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Keeper of financial records</li> <li>• Joint signatory of cheques</li> <li>• Collector of fees for basketball</li> <li>• Responsible for timely banking and paying of expenses including hall hire and basketball subs</li> <li>• Member of quorum for resolutions to be passed</li> </ul>
<b><i>Ordinary Committee [Elected Executive Positions]</i></b>	<b><i>Responsibilities</i></b>
Assistant Secretary	<ul style="list-style-type: none"> <li>• To assist the secretary in the completion of their duties</li> </ul>
Assistant Treasurer	<ul style="list-style-type: none"> <li>• To assist the Treasurer in the completion of their duties including Collection of outstanding fees</li> </ul>
<b><i>Operations Committee [Volunteer Positions]</i></b>	<b><i>Responsibilities</i></b>
Competition Manager	<ul style="list-style-type: none"> <li>• General Co-ordinator of basketball operations for the club including</li> <li>• Appointment of coaches</li> <li>• Team selection</li> </ul>

	<ul style="list-style-type: none"> <li>• Training schedules/venues</li> </ul>
Uniform Co-Ordinator	<ul style="list-style-type: none"> <li>• Purchasing of club uniforms</li> <li>• Point of contact for all uniform sales</li> <li>• Co-ordinator of numbering for singlets</li> </ul>
Boys Operations Manager	<ul style="list-style-type: none"> <li>• Co-Ordinator of Boys teams including</li> <li>• Team selection</li> <li>• Team Administrator</li> <li>• Note, dispute resolution of individuals in teams undertaken by Committee</li> </ul>
Boys Administration Manager	<ul style="list-style-type: none"> <li>• Administrative matters relating to the Boys teams including</li> <li>• Collection of registration forms</li> <li>• Assist Treasurer in collection of fees</li> <li>• Assisting Boys Operations Manager</li> </ul>
Girls Operations Manager	<ul style="list-style-type: none"> <li>• Co-Ordinator of Girls teams including</li> <li>• Team selection</li> <li>• Team Administrator</li> <li>• Note, dispute resolution of individuals in teams undertaken by Committee</li> </ul>
Girls Administration Manager	<ul style="list-style-type: none"> <li>• Administrative matters relating to the Girls teams including</li> <li>• Collection of registration forms</li> <li>• Assist Treasurer in collection of fees</li> <li>• Assisting Girls Operations Manager</li> </ul>
Team Administrators (one per team) (Non Committee Position)	<ul style="list-style-type: none"> <li>• Organise scoring roster for designated team</li> <li>• Ensure a scorer is available each week</li> <li>• Key point of contact for team news</li> <li>• Assist in collection of team registration forms and fees where outstanding</li> </ul>