



# JOB DESCRIPTION

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## Men's Coordinator Men's Assistant Coordinator

The Men's Coordinator is the director of the Men's Competition Committee and the Men's Assistant Coordinator is the 2IC. They work in conjunction with Men's Competition Committee members to ensure the effectiveness of the men's competition during the season.

The Men's Coordinators report regularly to the Management Committee\*. The Men's Coordinators with the assistance of the Secretary, organise and communicate the requirements for the season. They work together with the Club President and Club Treasurer. The Men's Coordinator facilitates any Men's Competition Committee meetings.

The Men's Coordinator and Men's Assistant Coordinator are elected by club members at the Annual General Meeting and they are responsible for representing the views of the Men's Competition Committee. They are appointed for approximately 1 calendar year from the date of the AGM to the next AGM. The estimated time commitment required is approximately 3 hours per week (each). This time commitment will vary during key areas of the season. These are volunteer positions. The club will provide a \$25 discount on fees (but not if the officeholders have already received \$25 discount for early payment) and will pay for the officeholders to attend the BHA/BWHA end of year dinner or similar (approx \$65).

### *Responsibilities and Duties*

The Men's Coordinator and Men's Assistant Coordinator should:

- Make arrangements including venue, date, times and hospitality for Men's Competition Committee (MCC) meetings.
- Send adequate notice of MCC meetings.
- Collect and collate reports from MCC committee members as required.
- Prepare the agenda for MCC meetings and organise for minutes to be taken.
- Report at all Management Committee meetings.
- Represent the men's part of the club at local, regional, state and national levels.
- Act as a facilitator for club activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Ensure that the Men's Competition Committee members are actively participating in their roles.
- Be an effective communicator within the Club, the Management Committee and the MCC.
- Liaise with the Club President and the Women's Coordinator on a regular basis.
- Attend or organise an attendee from the MCC to all BHA meetings.
- Organise a member of the MCC to be the Men's Umpiring Coordinator and assist/support them as necessary.
- Manage and submit player registration forms to BHA.
- Manage, with the assistance of the MCC, selection and appointment of coaches and managers.
- Advise General Manager in a timely fashion of when trainings are required.
- Manage, with the assistance of the MCC, player selections.
- Arrange support for players required to appear at a judiciary as and when required.

### *Knowledge and Skills Required*

Ideally the Men's Coordinator and the Men's Assistant Coordinator are people who:

- Can communicate effectively
- Are well informed of all organisation activities
- Are aware of the future directions and plans of members
- Have a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Are a supportive leader for all members
- Have a rapport with committee and club members

. \* The Management Committee consists of: Club President, Club Vice-President, Club Secretary, Club Treasurer, General Manager (non-voting), Men's Coordinator, Men's Assistant Coordinator, Women's Coordinator, Women's Assistant Coordinator, Fundraising/Sponsorship Coordinator, Social Convenor