



JOB DESCRIPTION

Women's Coordinator Women's Assistant Coordinator

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

The Women's Coordinators report regularly to the Management Committee *. The Women'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 Women's Coordinator facilitates any Women's Committee meetings.

The Women's Coordinator and Women's Assistant Coordinator are elected by club members at the Annual General Meeting and they are responsible for representing the views of the Women'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 Women's Coordinator and Women's Assistant Coordinator should:

- Make arrangements including venue, date, times and hospitality for Women's Competition Committee (WCC) meetings.
 - Send adequate notice of WCC meetings.
 - Collect and collate reports from WCC committee members as required.
 - Prepare the agenda for WCC meetings and organise for minutes to be taken.
 - Report at all Management Committee meetings.
 - Represent the women'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 Women's Competition Committee members are actively participating in their roles.
 - Be an effective communicator within the Club, the Management Committee and the WCC.
 - Liaise with the Club President and the Men's Coordinator on a regular basis.
 - Attend or organise an attendee from the WCC to all BWHA meetings.
 - Organise a member of the WCC to be the Women's Umpiring Coordinator and assist/support them as necessary.
 - Manage and submit player registration forms to BWHA.
 - Manage, with the assistance of the WCC, 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 WCC, player selections.
 - Arrange support for players required to appear at a judiciary as and when required.

Knowledge and Skills Required

Ideally the Women's Coordinator and the Women'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.