



# MILPERRA COLTS J.R.L.F.C

Killara Reserve  
Email: milperracoltssecretary@gmail.com  
www.milperracolts.com.au



2018 Club of the Year

2018 Grassroots Club of the Year



## Executive Committee Position – Application form

I wish to apply for the following position for the 2023 season.

(Please cross (X) the appropriate box)

President		Assistant Secretary	
Vice President		Treasurer	
Secretary			

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

Email address: \_\_\_\_\_

Previous Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I advise the following contacts for reference purposes in relation to my previous experience:

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

In applying for this executive committee position, I understand that my first responsibility is to Milperra Colts J.R.L.F.C. Inc. All that I do will be in the best interest of the club. I will undertake to perform all duties required both professionally and conscientiously at all times. I am aware of these duties for the position in which I have applied (over page, and initial) and understand the commitment required to perform these duties. I am willing to have a working with children check done.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All applications must be received by 5:00 pm 7 days prior to the AGM i.e. 16<sup>th</sup> November 2022**





# MILPERRA COLTS J.R.L.F.C

Killara Reserve  
Email: [milperracoltssecretary@gmail.com](mailto:milperracoltssecretary@gmail.com)  
[www.milperracolts.com.au](http://www.milperracolts.com.au)



2018 Club of the Year



2018 Grassroots Club of the Year

brydens  
lawyers

## PRESIDENT JOB DESCRIPTION

### Responsibilities:

The President is the principal leader of the club and has overall responsibility for the club's administration. The President provides leadership and direction to the club's Committee, office bearers, officials and members.

### Duties:

- Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club.
- Be unbiased and impartial, give clear direction and set an example for others to follow.
- Be an effective and efficient chairperson, encourage focused discussion and have a sound knowledge of debating and meeting procedures.
- Represent the club at a league/region/state level in a positive and professional manner.
- Be well informed of all club activities.
- Ensure that responsibilities delegated to the Committee and various office bearers are widely communicated, understood and followed through.
- Have a sound understanding of the club rules, the constitution and the responsibilities and duties of office bearers and sub-committees.
- Ensure the clubs financial management procedures remain on target.
- Maintain an overview of the club's planning process.
- Ensure at all times the management of the club remains positive and progressive and the objects and aims of the club are respected and observed.
- Be prepared to make difficult decisions on behalf of the club if necessary.
- Insist on all members respecting and abiding by the clubs discipline provisions.
- Manage all executive, special and committee meetings and the Annual General Meeting.
- Oversee Risk Management Procedures for the club.





# MILPERRA COLTS J.R.L.F.C

Killara Reserve  
Email: [milperracoltssecretary@gmail.com](mailto:milperracoltssecretary@gmail.com)  
[www.milperracolts.com.au](http://www.milperracolts.com.au)



2018 Club of the Year



2018 Grassroots Club of the Year

brydens  
lawyers

## SECRETARY JOB DESCRIPTION

### Responsibilities:

The Secretary is the key administrative officer of the club and is responsible for the efficient management of the organisation.

### Duties:

- Provide an open communication link between the Committee, sub-committees, members and other clubs and leagues.
- Clear the mailbox regularly so that correspondence can be distributed and dealt with at meetings.
- Record all inward and outward correspondence and acknowledge where necessary.
- Have a good working knowledge of meeting procedures.
- Prepare agendas, reports and papers for all Committee meetings.
- Take minutes at all Committee meetings and at the AGM.
- Communicate all matters of importance from the league/region/state to the Committee and club members.
- Be the link between the local league and the club on all levels.
- Maintain a sound knowledge of league/region/state rules and regulations.
- Maintain confidentiality on relevant and delicate matters.
- Have a good understanding of the club constitution, club rules and regulations and responsibilities of all office bearers.  
\*N.B. Consult with District League.
- Be aware of the future directions and plans of club members.
- Co-operate with and assist the Committee and other office bearers with their duties and responsibilities.
- Manage the club's planning process.
- Support and encourage all club members to respect and support the ARL National Code of Conduct.
- Complete appropriate documentation to ensure insurance coverage is in place.
- Maintain club administration records - correspondence, financial records, minutes, competition details, staff records etc.
- Support all media, promotion, marketing and sponsorship activities.
- Be aware of latest LeagueNet updates and procedures
- Act as Public Officer for all correspondence in relation to the Department of Fair Trading





# MILPERRA COLTS J.R.L.F.C

Killara Reserve  
Email: [milperracoltssecretary@gmail.com](mailto:milperracoltssecretary@gmail.com)  
[www.milperracolts.com.au](http://www.milperracolts.com.au)



2018 Club  
of the Year



2018 Grassroots  
Club of the Year

brydens  
lawyers

## TREASURER JOB DESCRIPTION

### Responsibilities:

The Treasurer is responsible for the management of the clubs accounts and its financial dealings.

### Duties:

- Prepare an Annual Budget, and be prepared to present this when required by the Committee along with a Variance Report.
- Prepare Monthly Financial Reports to be presented when required by the Committee (usually every meeting) and/or your District Junior League.
- Prepare full annual financial statements for presentation to:
  - The financial auditors for the club
  - The AGM of the club
  - The District League
  - The Department of Fair Trading
- Prepare and submit Business Activity Statements if required.
- Manage the clubs cash flow and maintain a working level of petty cash.
- Be fully aware of the financial position of the club at all times and keep the Committee informed of all financial trends and any areas of concern.
- Issue receipts and promptly deposit all monies received.
- Be responsible for ensuring that adequate records are kept regarding the clubs financial transactions.
- Be a signatory on club's cheques with at least one other person.
- Ensure that other club members do not handle, deposit, pay out or otherwise deal with club funds without your knowledge.
- Invest surplus funds and manage the club's investment program.
- Acquit funds received from government and/or council grants and submit the necessary financial statements.
- Handle payroll and income tax for employees if necessary.
- On behalf of the Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required.

