

# GVA Committee

## Position Descriptions



*The GVA Committee is made up of 9 positions, which fall into 'Executive' and 'General' committee groups. In cases where it is not possible for the full committee to meet, the executive may make decisions on behalf of the committee.*

### **Executive Committee**

*The executive committee is made up of the following four positions, all of which hold legal responsibilities under the Incorporated Associations Act (Qld). Overall, the executive committee needs to ensure they maintain all governance requirements as well as all of the club's programs and activities.*

#### **President:**

- Attend and chair regular committee meetings
- Maintain a general knowledge of the club's overall activities
- Establish and maintain relationships with affiliations, suppliers and stakeholders

#### **Vice-President:**

- Attend, and in the absence of the President, chair regular committee meetings
- Assists the President with any of his/her duties
- Assist members of the committee in their roles as required

#### **Treasurer:**

- Attend regular committee meetings
- Manage the GVA finance system and maintain all accounts
- Ensure the club is compliant with financial obligations and requirements
- Advises the committee of the club's financial standing

#### **Secretary:**

- Attend and accurately record minutes of meetings
- Primary contact for the club
- Monitors and maintains club correspondence
- Maintains the Membership Register of the club

## **General Committee**

*The general committee make up the remaining five positions on the committee. Overall, the general committee is commonly focused on the running of the club's Competitions and Representative programs and associated activities. General committee positions are recommended for new committee members, as the roles require less experience.*

### **Player Representatives (Male and Female):**

- Attend regular committee meetings
- Provide first point of contact for all GVA members to the committee
- Ensure players are current members of GVA and VQ
- Maintain the club's uniforms/jerseys

### **Special Members (School, Promotions & Competitions):**

- Attend regular committee meetings providing feedback, advocacy and advice about the membership
- Required to assist in the delivery of the weekly club competition (draws, results etc.) and representative opportunities
- Assist with any other general committee roles