ROLES AND RESPONSIBILITIES OF THE COMMITTEE.

PRESIDENT:

 \*To oversee the running of the club, be the contact point for new members/ enquiries.

 \*To host meetings (usually 6 in a year).

 \*To attend Junior forum meetings: these are meetings held by the KMDBA between Presidents, KMDBA Board members, Junior Conveners and Ref Administrators. These are held every second month at Club Kilsyth.

 \* To Attend a President’s dinner held every 6 months at Club Kilsyth between KMDBA CEO and Presidents.

 \*To liaise with the Vice President to create the teams for the new season.

 \* To organise (or do) the grading for the next season. (Clubs put forward a grader from each club).

VICE PRESIDENT:

* Be support for President in all their roles.
* To host meetings or attend in President’s absence.
* To liaise with the President to create the teams for the new season.

SECRETARY:

* To schedule meetings and book a meeting space at Club Kilsyth
* Take minutes at Club Meetings
* Enter teams onto Play Hq
* Manage transfers between clubs for new seasons
* Send off statement of affairs to Consumer affairs after AGM.

TREASURER:

* Manage the books of the club.
* Collect fees.
* Pay invoices
* Manage the bank account

UNIFORM COORDINATOR:

* Oversee the uniform stocks and loan uniforms
* Order new stock when needed
* Look after clash tops

GENERAL COMMITTEE:

* Support for office bearers
* Help set up rosters for Bunnings BBQ or fete stands
* Attend committee meetings