

## COMMITTEE APPLICATION FORM



### VICE PRESIDENT (CLUB OPERATIONS)

#### POSITION OVERVIEW:

#### SKILLS

1. **LEAD:** Ability to oversee, manage and lead club operations on behalf of the committee
2. **PEOPLE PERSON:** High standard of oral communication, interpersonal and the desire to lead the operations team
3. **ATTENTION TO DETAIL:** Experience and understanding of financial management, reporting and general administration required for a club of our size.

#### OBJECT OF THE VICE PRESIDENT: IS TO ACHIEVE THE FOLLOWING...

• Oversee club operations and standards
• Lead and motivate operation personnel and volunteers
• Facilitate and encourage positive, effective and efficient operations based on sound information and clear judgment
• Monitor and report operational needs and requirements to the committee

#### KEY OBJECTIVE

To assist the Committee in managing the outcomes of the club's key operations

#### TYPICAL DUTIES – VICE PRESIDENT (OPERATIONS)

- Attend and actively participate in Committee meetings and submit Operational Reports according to management structure.
- Oversee the management and delivery of club operations.
- Monitor Club's operations, budget and people.
- Represent the club where required.
- Be a supportive leader for all club operations.
- Be well informed of all club activities.
- Be aware of the future directions and plans of members.
- Ensure that planning and budgeting are carried out
- Understand the constitution, rules and the duties of all committee members

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## INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS

- Implement the duties shared by all committee members:
- Ensure the responsibilities of Association and committee members under the Associations Incorporation Act are discharged:
  - to ensure that the Association maintains a registered office where a document can be served personally (thus it cannot be a post office box) (section 17);
  - to ensure that the Association complies with its rules about calling and holding general meetings of members (section 57);
  - to ensure financial statements are prepared within 6 months of the close of the financial year or more frequently if the rules of the Association so provide (section 59);
  - to ensure the financial statements are audited by a qualified or approved auditor (section 59);
  - to comply with directions of the Department regarding publication of the annual financial statements (section 59);
  - not to leave the position of Secretary vacant for more than one month (section 65);
  - to ensure that the Secretary resides in Queensland or no more than 65 kilometres from its border (section 66);
  - to ensure that the department is notified of any change in Secretary within one month (section 68);
  - to ensure that the Association holds public liability insurance (section 70);
  - to ensure compliance with the additional accounting requirements under regulation 12 and schedule 5; and
  - To take all reasonable steps to ensure the incorporated Association complies with the Regulation (regulation 15).
- Prepare for committee meetings and appropriately participating in meetings.
- Undertake any assignments given by the Management Committee to them on an individual or group basis.
- Maintain current knowledge about the work of the Association.
- Maintain current knowledge about the environment in which the Association works and key issues.
- Attend Association functions.

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Organisation Name:

**WESTERN DISTRICTS  
BASEBALL CLUB  
INCORPORATED**

DATE/YR

**VICE PRESIDENT  
CLUB OPERATIONS**

**2017/18**

## CURRENT POSITIONS AVAILABLE

1. **PRESIDENT**
2. **SECRETARY**
3. **TREASURER**
4. **CLUB OPERATIONS**
5. **BASEBALL OPERATIONS**

## APPLICANT'S LEGAL OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'. Therefore

1) If you have been

(a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are an undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition

(b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

**Your application cannot be legally accepted by the Association**

**If you have not have been convicted then you may continue completing this application**

## PROCESS

**ELECTRONIC APPLICATIONS ONLY:-** (hand written applications will NOT be accepted)

Applications close :- **THURSDAY 15 JUNE 2017 at 5.00pm**

Form to be electronically completed and forwarded to the Secretary,  
[secretary.westsbaseball@gmail.com](mailto:secretary.westsbaseball@gmail.com) via email.

Applicant's Name \_\_\_\_\_

Applicant's Contact  
Details

Ph: \_\_\_\_\_ Mb: \_\_\_\_\_

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

## APPLICANT'S SUPPORT

**MOVED** Name \_\_\_\_\_ email \_\_\_\_\_

**SECONDED** Name \_\_\_\_\_ email \_\_\_\_\_

Date application completed and sent

THE POSITION

**CLUB VICE PRESIDENT (OPERATIONS)**

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APPLICANT'S NAME	
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### MOTIVATIONS

What currently motivates you to apply for this position?

Your task is to provide members with samples of your **SKILLS AND ABILITY TO FILL THE POSITION** samples can be from either a paid or other voluntary work or experiences.

### SKILLS YOU BRING TO THE CLUB AND THIS POSITION