



## COMMITTEE APPLICATION FORM

### POSITION OVERVIEW: Vice President – Club Operations

#### **SKILLS**

#### **SKILLS REQUIREMENTS/RELEVANT EXPERIENCE:**

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

#### **OBJECTIVES OF THE VICE PRESIDENT – CLUB OPERATIONS:**

<ul style="list-style-type: none"> <li>• Oversee club operations and standards</li> </ul>
<ul style="list-style-type: none"> <li>• Lead and motivate operation personnel and volunteers</li> </ul>
<ul style="list-style-type: none"> <li>• Facilitate and encourage positive, effective and efficient operations based on sound information and clear judgment</li> </ul>
<ul style="list-style-type: none"> <li>• Monitor and report operational needs and requirements to the committee</li> </ul>

- **KEY OBJECTIVE**

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



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### **TYPICAL DUTIES OF THE TREASURER**

- 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

### **INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS**

#### Other 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 kilometers 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.



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- Maintain current knowledge about the environment in which the Association works and key issues.
- Attend Association functions.



**COMMITTEE APPLICATION FORM**  
**NOMINATION FORM**

**NAME** (please print)

**MEMBERSHIP STATUS** (Financial?) (please print)

NOMINEE: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SECONDER: \_\_\_\_\_

**POSITION:**

President :  Vice President – Club Operations:  Vice President – Baseball Operations:

Treasurer :  Secretary :  Registrar :  General Committee

- (Please indicate position nominated by checking the appropriate check box)

A person is not eligible to be elected to the Committee if:

1. the person has been convicted –
  - a. on indictment; or
  - b. summarily and sentenced to imprisonment, other than in default of a fine; and the rehabilitation period, as defined in the Criminal Law (Rehabilitation of Offenders) Act 1986, in relation to the conviction has not expired; or
2. the person is an undischarged bankrupt under the Bankruptcy Act 1966 or the law of an external territory or another country; or
3. the person has executed a deed of arrangement under the Bankruptcy Act 1966, 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
4. the person's creditors have accepted a composition under the Bankruptcy Act 1966, part X or a corresponding law of an external territory or another country and a final payment has not been made under the composition; or
5. the person is a patient within the meaning of the Mental Health Act 1974; or

The nominee hereby accepts the nomination, and declares that to the best of his/her knowledge there is nothing contained within the constitution of Western Districts Baseball Club Inc, or the Act that precludes the nominee from being either nominated or elected to the position described above.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Signed and dated by the Nominee

The proposer and seconder hereby declare that to the best of his/her knowledge there is nothing contained within the constitution of Western Districts Baseball Club Inc, or the Act that precludes the nominee from being either nominated or elected to the position described above, and that they are financial members of Western Districts Baseball Club Inc. and are not precluded from proposing or seconding the nominee.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Signed and dated by the Proposer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Signed and dated by the Seconder