



SOUTH TWEED COMMUNITY TOUCH ASSOCIATION

STATEMENT OF PURPOSES

AND

CONSTITUTION

South Tweed Community Touch Association Incorporated

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STATEMENT OF PURPOSES AND CONSTITUTION

For

SOUTH TWEED COMMUNITY TOUCH ASSOCIATION INCORPORATED

PART I - PRELIMINARY

1. NAME OF ASSOCIATION

The name of the association is ***South Tweed Community Touch Association Incorporated ("Association")***.

2. OBJECTIVES OF THE ASSOCIATION

The objectives for which the Association is established and maintained are to:

- a) Promote the motto "Putting Sportsmanship back into Sport"
- b) Develop and promote the sport of Touch in South Tweed Community.
- c) Promote the unification of Touch throughout the South Tweed Community.

3. POWERS OF THE ASSOCIATION

Solely for furthering the objectives set out above, and in addition to the rights, powers and privileges provided under the Act, the Association has power to:

- a) Purchase, take on lease or in exchange or otherwise acquire any real or personal estate which may be deemed necessary or convenient for any of the objectives of the Association and to sell, manage, lease, mortgage, give in exchange, dispose of or otherwise deal with any part of the rights or property of the Association, whether subject to any charges or encumbrances or not and to erect, replace, maintain, reconstruct, adapt and furnish any offices or other buildings thereon and to sell, let, alienate, mortgage, charge or deal with all or any such lands, tenements or hereditaments or any part of them;
- b) Construct, maintain and alter any houses, buildings, grounds, courses, conveniences or works necessary or convenient for the purposes of, or which seem likely to advance, the Association;
- c) Borrow funds as it may think fit, including on bonds or mortgage or other security of any property held for or on behalf of the Association or without any such security;
- d) Take, or otherwise acquire and hold shares, debentures or other securities of any company or body corporate;
- e) Take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price of any part of the Association's property sold, or any money due to the Association from any purchasers or others;
- f) Receive money on deposit with or without allowance of interest thereon;
- g) Invest and deal with any monies of the Association, not immediately required for the objectives of the Association, in such manner as may from time to time be determined by the Association;

- h) Do all or any of the matters authorised either alone or in conjunction with any person, company or un body or by or through any factors, trustees or agents;
- i) Take any gift of property whether subject to any special trust or not for anyone or more of the objectives of the Association, provided the Association shall only deal with any such trusts in such manner as is allowed by law;
- j) Take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purposes of procuring contributions to the funds of the Association in the form of donations, annual subscriptions or otherwise;
- k) Subscribe to, become a member of or co-operate with any other organisation whether or not whose objectives are similar, in whole or in part, to those of the Association, so long as that other organisation prohibits the distribution of its income and property amongst its members at least to the extent provided under the Association's Statement of Purposes and Rules;
- l) Print and publish any newspapers, periodicals, books, brochures, information booklets, digital media, social media or leaflets (including Facebook, Canva and Wix) and develop and implement any computer system or software package that the Association may think desirable for the promotion of its objectives;
- m) Appoint, hire, employ, remove, replace or reinstate secretaries, managers, servants, employees and other persons in and for the carrying out of the objectives of the Association and to pay them in return for services rendered to the Association, salaries, wages and gratuities, as appropriate;
- n) Buy, sell and deal in all kinds of articles, commodities and provisions both liquid and solid for Members or other persons frequenting the premises or facilities of or under the control of the Association;
- o) Subscribe to any charities and to grant donations for any public purpose;
- p) Produce, develop, create, licence and otherwise exploit, use and protect Intellectual Property;
- q) Establish and maintain corporate entities to carry on and conduct the business affairs and undertakings, or any aspect thereof, of the Association and for that purpose, to utilize any of the assets of or held on behalf of the Association;
- r) Promote any other person or company for any purpose calculated to benefit the Association;
- s) Amalgamate with any one or more associations having objectives altogether or in part similar to those of the Association and which prohibits the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under its Statement of Purposes and Rules;
- t) Purchase or otherwise acquire and undertake all or any part of the property, assets and liabilities of any one or more of the companies, institutions, societies or associations whose activities or purposes are similar to those of the Association, or with which the Association is authorised to amalgamate or generally for any purpose calculated to benefit the Association;
- u) Transfer all or any part of the property, assets, liabilities and engagements of the Association to any 1 or more of the associations with which the Association is authorised to amalgamate;
- v) Enter into arrangements with any government or authority that are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Association, and to obtain rights, privileges and concessions from such government or authority and carry out, exercise and comply with any such rights, privileges and concessions;
- w) Take and effect insurance or seek, obtain and in its discretion act on, any professional advice necessary or appropriate; and
- x) Do all such acts and things as are incidental, conducive or subsidiary to all or any of the objectives of the Association.

4. INTERPRETATION

4.1 Definitions

In these Rules unless the contrary intention appears, these words shall have the following meanings:

“Executive” means the President, Vice President, Treasurer, Registrar and Secretary of the Association

“President” means the President of the Association for the time being appointed under this Constitution

“Vice-President” means the Vice-President of the Association for the time being appointed under this Constitution

“Treasurer” means the Treasurer of the Association for the time being appointed under this Constitution

“Registrar” means the Registrar of the Association for the time being appointed under this Constitution

“Secretary” means the Secretary of the Association for the time being appointed under this Constitution

“Financial Year” means the year ending 30 June in each year.

“General Committee” means all General Committee members including all Executive members

“General Meeting” means the annual or any special general meeting of the Association

“Intellectual Property” means all rights subsisting in copyright, business names, names, trademarks (or signs), logos, designs, equipment, images (including photographs, videos or films) or service marks relating to the Association or any event, competition or Touch activity of or conducted, promoted or administered by the Association

“Life Member” means an individual appointed as a Life Member of the Association under Rule 5.3

“Member” means a member for the time being of the Association under Rule 5.1 of these Rules

“SQBD” means South Queensland and Border Districts Touch Association

“Regulations” means any Regulations made by the Association under Rule 34

“Rules” means these Rules of the Association and include the Statement of Purposes & Constitution of the Association and any Regulations or By-Laws added to this document

“Seal” means the common seal of the Association and includes any official seal of the Association

“Special Resolution” means a resolution passed by **seventy-five percent (75%)** of the **Members** in attendance in accordance with the Act

“Touch” means the sport or game played under the rules determined from time to time by the ***Touch Football Australia Limited***

“The Act” means the Associations Incorporation Act 2009

“The Regulation” means the Association Incorporation Regulation 2009

4.2 Interpretation

In this Constitution:

- a) A reference to a function includes a reference to a power, authority and duty;

- b) A reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority of the performance of the duty;
- c) Words importing the singular include the plural and vice versa;
- d) Words importing any gender include the other genders;
- e) References to persons include corporations and bodies politic;
- f) References to a person include the legal personal representatives, successors and permitted assigns of that person;
- g) A reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any legislative authority having jurisdiction); and
- h) A reference to "writing" shall unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail, text message and/or Facebook, Messenger and the website.

4.3 Severance

If any provision of these Rules or any phrase contained in them is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable, and otherwise shall be severed to the extent of the invalidity or unenforceability, without affecting the remaining provisions of these Rules or affecting the validity or enforceability of that provision in any other jurisdiction.

4.4 The Act

- a) Except where the contrary intention appears, in these Rules, an expression that deals with a matter dealt with by a particular provision of the Act has the same meaning as that provision of the Act.
- b) The provisions of the Interpretation Act 1987 apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under the Act.

PART II - MEMBERSHIP

5. MEMBERS

5.1 Members

The Association shall consist of such **Members** that are recognised by the Association who support the Association and/or participate in the Touch competition conducted by the Association.

5.2 Recognition of a *Member*

A Member shall be recognised as a Member of the Association who supports/participates in Touch in the competition conducted by the Association, subject to the direction of the Association and in accordance with the objectives of the Association.

5.3 Compliance of *Members*

Each *Member* shall:

- a) Be a natural person
- b) Be subject to the direction of the Association;
- c) Support the Association in the encouragement and promotion of its objectives,
- d) Abide by the Associations Zero Tolerance Policy and Club Rules, and
- e) Abide by these Rules.

5.4 Operation of Rules

The Association and each *Member* agree:

- i) That they are bound by these Rules and that these Rules operate to create uniformity in the way in which the objectives of the Association and Touch are to be conducted, promoted, encouraged, advanced and administered;
- j) Where the General Committee *is satisfied that a Member* has:
 - i. Breached, failed, refused or neglected to comply with a provision of these Rules, the Regulations, or any resolution or determination of the Association; or
 - ii. Acted in a manner prejudicial to the objectives and interests of the Association and/or Touch; or
 - iii. Brought the Association, any other Member or Touch into disrepute;

The Association may, after allowing the *Member* the opportunity to explain, adjudicate and if *appropriate* penalize that *Member* for such conduct or omission with such penalty as it thinks *fair and reasonable in its absolute discretion*.

6. MEMBERSHIP CATEGORIES

6.1 Categories of Members

The Members of the Association shall consist of:

- a) **Playing Members** are those who have been accepted and participate, in any capacity, in competitions under the control of the Association. This class of membership has discussion and NO voting rights at all general meetings
- b) **Life Members** are those members who have been nominated and accepted for membership as per Rule 6.3. These members have participation and voting rights at all general meetings
- c) **General Committee Members** are those members who nominate and are signed off by the President to be part of the General Committee in accordance with these Rules
- d) **Junior Members** are Playing Members (6.1A) those who have been accepted and participate, in any capacity, in events under the control of the Association but have **not yet attained the age of eighteen (18) years**. This class of membership has NO voting rights.
- e) Any such new categories of Members created in accordance with Rule 6.2 below

6.2 Creation of New Categories

The Association has the right and power from time to time to create new categories of membership with such rights, privileges and obligations as are determined applicable. New categories of membership shall not be granted any voting rights or any rights, privileges or obligations that affect the voting rights of current categories of membership.

6.3 Life Membership

- a) Nominations for **Life Membership** are as per Annexure 4 to this document and shall be considered for election at the Annual General Meeting.
- b) The applicant shall be nominated by a **Member** and seconded by another **Member** and shall be in such form as prescribed by the General Committee from time to time.
- c) The General Committee may recommend to the Annual General Meeting that any member, who has rendered distinguished or special service to the sport of Touch, in the South Tweed Community, may be granted Life Membership.
- d) A resolution of the Annual General Meeting to confer Life Membership on the recommendation of the General Committee must be passed by a Special Resolution. The vote on such resolution will be taken by secret ballot.
- e) Conditions, obligations and privileges of Life Membership shall be as determined in the Regulations.

7. FEES AND LEVIES

The membership fees and any levies payable by **Playing Members** and **Junior Members** to the Association, the time for and manner of payment shall be as determined by the General Committee from time to time.

8. APPLICATION FOR MEMBERSHIP

- a) The Association may accept or reject a membership.
- b) Where the Association accepts a membership, the applicant will become a *Playing Member* or *Junior Member*.
- c) Membership of the Association will commence upon acceptance and receipt of membership fees.
- d) If the Association rejects a membership, the Association will refund any fees forwarded by the applicant. The membership will be deemed rejected by the Association. The Association is not required to give reasons for its decision.

8.1 Membership Renewal

Members must renew membership of the Association in accordance with the procedures set down by the General Committee from time to time.

8.2 Deemed Membership

All **Members** of the Association, at the time of approval of these Rules under the Act, shall be deemed **Members** of the Association from the time of approval of these Rules under the Act. The category of membership shall be as determined by the General Committee.

8.3 Unfinancial Members

Where a **Member** has not paid their membership fees or any levies within thirty days (30) of the due date as determined by the General Committee, they will be deemed to be an unfinancial member. Unfinancial members will forfeit all rights and privileges until their financial status is rectified.

9. REGISTER OF MEMBERS

9.1 Secretary to Keep Register

The Secretary shall keep and maintain a Register of Members in which shall be entered:
The full name, address, email address and date of entry of the name of each Member; and
This register is kept through the MySideline database authorised by Touch Football Australia.

9.2 Inspection of Register

Having regard to confidentiality considerations, an extract of the Register, excluding the address of any Member, or Delegate, shall be available for inspection by Members, upon reasonable request.
Register available to members is restricted to Life Members & General Committee members

10. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- a) These Rules constitute a contract between each of them and the Association and that they are bound by the Rules and the Regulations;
- b) They shall comply with and observe these Rules and the Regulations and any determination, resolution or policy which may be made or passed by the General Committee;
- c) By submitting to these Rules and the Regulations they are subject to the direction and jurisdiction of the Association;
- d) The Rules and Regulations are necessary and reasonable for promoting the objectives of the Association and particularly the advancement and protection of Touch; and
- e) They are entitled to all benefits, advantages, privileges and services of the Association **relevant to their class of** membership.

11. DISCONTINUANCE OF MEMBERSHIP

11.1 Notice of Resignation

Any **Member** who has paid all monies due and payable to the Association may resign from the Association by giving one (1) months notice in writing to the Association of such intention to withdraw or resign and upon the expiration of that period of the notice **the Member** shall cease to be a **Member**.

11.2 Expiration of Notice Period

Upon the expiration of a notice given under Rule 11.1, an entry, recording the date on which the **Member** who or which gave notice ceased to be a Member shall be recorded in the Register.

11.3 Forfeiture of Rights

A **Member** that ceases to be a **Member**, for whatever reason, shall forfeit all right in and claim upon the Association and its property including Intellectual Property.

11.4 Refund of Membership Fees

Membership fees or levies paid by a discontinued **Member** for the relevant year may in the discretion of the General Committee be refunded on a pro-rata basis to the **Member** upon discontinuance. The name of such **Member** shall be removed from the Register of Members as soon as practicable.

11.5 Failure to Renew

Notwithstanding Rule 11 the General Committee. may expel or suspend a **Member** that has not renewed its membership of the Association within one (1) month of membership renewal falling due.

11.6 Member to Re-Apply

A **Member** which has been expelled or suspended or whose membership has lapsed under Rule 11.6:

- a) **May re-apply for membership, in which case the application shall be** in accordance with these Rules; and
- b) May be re-admitted at the discretion of the General Committee.

12. DISCIPLINE OF MEMBERS

Where the General Committee is **satisfied** that a **Member** (5.1) has:

- a) Breached, failed, refused or neglected to comply with a provision of these Rules, the Regulations or any resolution or determination of the General Committee or any duly authorised committee; or
- b) Acted in a manner unbecoming of a **Member** or prejudicial to the objectives and interests of the Association and/or Touch; or
- c) Brought the Association or Touch into disrepute;

The General Committee may commence or cause to be commenced disciplinary proceedings ("proceedings") against that **Member**, and that **Member** will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms of the Association set out in the Regulations that being the TFA Guidelines to Judicial matters booklet. –TFA Disciplinary Regulations Manual 2014

PART III - MEETINGS

13. GENERAL MEETINGS

- a) The **Annual General Meeting** of the Association shall be held in accordance with the provisions of the Act, on or before the last Thursday in July at a venue to be determined by the General Committee.
- b) **Special General Meetings** and shall be held in accordance with Rule 17 of these Rules.

14. NOTICE OF ANNUAL GENERAL MEETING

- a) Notice of every Annual General Meeting shall be given to **members having the right to attend**. Notices must be displayed at prominent locations within the vicinity of the Association. No person, other than **Members**, shall be entitled as a right to attend Annual General Meetings.
- b) Notice of an Annual General Meeting shall be given at least twenty-eight (28) days prior to the Annual General Meeting and shall specify the place and day and hour of the meeting.
- c) The agenda for the meeting stating the business to be transacted at the meeting shall be given to **Members** at least fourteen (14) days prior to Annual General Meeting, together with any notice of motion received from **Members**.

15. BUSINESS

15.1 Business of Annual General Meetings

- a) The business to be transacted at the Annual General Meeting includes the consideration of accounts and the reports of the General Committee and accountant, the election of the General Committee & Executive the appointment and fixing of the remuneration of the accountant and the consideration of Life Members nominations.
- b) All business that is transacted at an Annual General Meeting, and also all that is transacted at a Special General Meeting, with the exception of these matters set down in Rule 15.1 a) shall be special business.

15.2 Business Transacted

No business other than that stated on the notice shall be transacted at that meeting without the permission of the Chairperson.

16. NOTICES OF MOTION

16.1 Notices of Motion to be Submitted

All notices of motion/discussion for inclusion as special business at a General Meeting, must be submitted in writing to the Secretary not less than **fourteen (14)** days (excluding receiving date and meeting date) prior to the General Meeting.

16.2 Unsuccessful Notice of Motion

A motion of which due notice has been given, if unsuccessful, cannot be resubmitted, nor may any other motion having a similar effect be moved at a subsequent General Meeting for a period of twelve (12) months **without the support of seventy-five percent (75%) of current financial members**. The Chairperson shall determine whether a motion is a motion having a similar effect.

17. SPECIAL GENERAL MEETINGS

17.1 Special General Meetings May be Held

The Executive may, whenever it thinks fit, convene a Special General Meeting of the Association.

17.2 Requisition of Special General Meetings

- a) The Executive may by resolution convene a Special General Meeting. The Secretary shall convene a Special General Meeting within 1 month of receiving a requisition signed by **Members**. The number of **Members** required for a Special General Meeting to be convened twenty Ordinary Members or either five General Committee members or fifty percent of the General Committee whatever is greater.
- b) The requisition for a Special General Meeting shall state the objective(s) of the meeting, shall be signed by the **Members** making the requisition and be sent to the Association and may consist of several documents in a like form, each signed by one or more of the **Members** making the requisition.
- c) If the Executive does not cause a Special General Meeting to be held within one (1) month after the requisition is received by the Association, the **Members** making the requisition, or any one of them, may convene a Special General Meeting which shall be held no later than two (2) months from the date of receipt of the requisition by the Association.
- d) A Special General Meeting convened by **Members** under these Rules shall be convened in the same manner, or as nearly as possible as that way which meetings are convened by the Executive. The Association shall refund all reasonable expenses incurred in convening the meeting to the persons incurring the expenses.

18. PROCEEDINGS AT GENERAL MEETINGS

18.1 Association to Meet

- 18.1.1 The General Committee shall meet as often as is deemed necessary or on average once per one (1) month, in every calendar year for the dispatch of business and may adjourn and, subject to these Rules otherwise regulate, its meetings as it thinks fit.
- 18.1.2 A Minimum of eight (8) General Committee meetings must be held within one financial year.
- 18.1.3 The Executive may at any time on the requisition of two General Committee Members, convene a general meeting of the General Committee within a reasonable time.

18.2 Decisions of Association

- a) Subject to these Rules, questions arising at any meeting of the General Committee shall be decided by a majority of votes and a determination of a majority of General Committee Members shall for all purposes be deemed a determination of the General Committee.
- b) All General Committee Members, except the Chairperson, shall have one vote on any question. Where voting is equal, the Chairperson will have the casting vote.

18.3 Notice of General Committee Meetings

- a) Unless all General Committee Members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than five (5) days written notice of the meeting of the General Committee shall be given to each General Committee Member.
- b) The agenda shall be forwarded to each General Committee Member not less than three (3) days prior to such meeting.

18.4 Quorum

- a) No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business.

- b) A quorum for General Meetings of the Association is **five (5) General Committee members or fifty percent of the General Committee whatever is greater.**

18.5 Chairperson

- 18.5.1** The Chairperson of the General Committee shall, subject to these Rules, be the President and preside as Chairperson at every General Meeting of the Association.
- 18.5.2** If the President is not present, or is unwilling or unable to preside, the Vice-President shall preside as Chairperson for that meeting only. Furthermore, if neither President or Vice-President is not present, or is unwilling or unable to preside, the General Committee may elect one of the remaining members of the Executive to preside as Chairperson for that meeting only.

18.6 Adjournment of Meeting

- a) If within half an hour from the time appointed for the meeting, a quorum is not present, the meeting shall be adjourned until the same day in the next two (2) weeks at the same time and place or to such other day and at such other time and place as the Executive may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the meeting will lapse.
- b) The Chairperson may, with the consent of any meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- c) When a meeting is adjourned for thirty days (30) or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- d) Except as provided in Rule 18.6(c) it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

18.7 Resolutions not in Meeting

- a) A resolution in writing, signed or assented to by telegram, facsimile, or other form of visible or other electronic communication by all of the General Committee Members for the time being present in Australia shall be as valid and effectual as if it had been passed at a meeting of the General Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the Association Members.
- b) Without limiting the power of the General Committee to regulate their meetings as they think fit, a meeting of General Committee may be held where one or more of the General Committee Members is not physically present at the meeting, provided that:
- i. All persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously, whether by means of telephone or other form of communication;
 - ii. Notice of the meeting is given to all the General Committee Members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Association and such notice specifies that the Association Members are not required to be present in person;
 - iii. In the event that a failure in communications prevents condition (i) from being satisfied by that number of the General Committee Members which constitutes a quorum, and none of such General Committee Members are present at the place where the meeting is deemed by virtue of the further provisions of this article to be held, then the meeting shall be suspended until condition (i) is satisfied again. If such condition is not satisfied within 15 minutes from the interruption the meeting shall be deemed to have terminated;

- iv. Any meeting held where one or more of the General Committee Member is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Association Member is there present, if no General Committee Member is there present the meeting shall be deemed to be held at the place where the Chairperson of the meeting is located.

18.8 Voting Procedure

At any meeting a resolution put to the vote of the meeting shall, subject to these Rules, be decided by simple majority on a show of hands unless a secret ballot is (before or on the declaration of the result of the show of hands) demanded:

- a) By the Chairperson; or
- b) By any **Member**.

18.9 Recording of Determinations

Unless a poll is demanded under Rule 18.15, a declaration by the Chairperson that a resolution has on a show of hands been carried or carried unanimously or by a particular majority or lost and an entry to that effect in the book containing the minutes of the proceedings of the Association shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

18.10 General Committee Member Interests

- a) A General Committee Member is disqualified by holding any place of profit or position of employment in the Association, any Region or in any company or association in which the Association is a shareholder or otherwise interested or from contracting with the Association either as vendor, purchaser or otherwise except with express resolution of approval of the Association.
- b) Any such contract or any contract or arrangement entered into by or on behalf of the Association in which any Association Member is in any way interested will be voided for such reason.

18.11 Disclosure of Interests

- a) The nature of the interest of such General Committee Member must be declared by the General Committee Member at the meeting of the General Committee at which the contract or arrangement is first taken into consideration if the interest then exists or in any other case at the first meeting of the General Committee after the acquisition of the interest.
- b) If a General Committee Member becomes interested in a contract or arrangement after it is made or entered into tile declaration of the interest must be made at the first meeting of the Association held after the Association Member becomes so interested.

18.12 General Disclosure

- a) A general notice that a General Committee Member is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration as regards such General Committee Member and the said transactions.
- b) After such general notice it is not necessary for such General Committee Member to give a special notice relating to any particular transaction with that firm or company.

18.13 Recording Disclosures

It is the duty of the Secretary to record in the minutes any declaration made or any general notice as aforesaid given by a General Committee Member in accordance with Rule 18.10, 18.11 & 18.12.

18.14 Conflicts

A General Committee Member, notwithstanding the interest, may be counted in the quorum present at any meeting but cannot vote in respect of any contract or arrangement in which the General Committee Member is interested. If the General Committee Member votes the vote shall not be counted.

18.15 Where Poll Demanded

If a poll is duly demanded under Rule 18.15 it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

19. VOTING AT GENERAL MEETINGS

19.1 Voting Rights

Each **Member** shall have one vote at General Meetings. A **Member** may exercise his or her vote by attending the meeting, by Proxy or by Postal Ballot subject to these rules. Where a **Members** fees are one (1) month **or more** in arrears at the time of the General Meeting, he or she shall not be entitled to vote. **A Member must be of sixteen years (16) of age or older, to cast a vote.**

19.2 Methods of Voting

Where voting is required to be by secret ballot or where a poll is demanded, the Chairperson will appoint a returning officer and scrutineers. In the event of a ballot for the election of any Member of the General Committee, the Chairperson may not appoint any candidate for election as scrutineer or returning officer.

19.3 Proxy Voting

Proxy voting shall be permitted at General Meetings in accordance with the authority set out in **Annexure 1**. Proxy votes must be presented to the Secretary prior to the commencement of the Meeting.

19.4 Postal Ballot

Postal Ballot shall not be permitted at General Meetings.

19.5 Where Voting Equal

Where voting is equal on any resolution at a General Meeting, the Chairperson shall have the casting vote.

20. DELEGATES

Appointment of Delegate

General Committee shall appoint one of its members as Delegate to the **SQBD** for the term of one year.

PART IV - COMMITTEE

21. COMPOSITION OF THE ASSOCIATION

- a) The Association shall comprise of:
 - i. the Executive, as per Rule 21.b;
 - ii. Representative Director;
 - iii. Canteen Convenor;
 - iv. Referee Coordinator,
 - v. Any other position declared by the General Committee at the precluding Annual General Meeting.
- b) The Executive shall consist of President, Vice-President, Treasurer, Registrar and Secretary.

22. ELECTION OF THE ASSOCIATION

22.1 Qualifications for the General Committee and the Executive Positions

- a) Nominees for the General Committee and the Executive positions must meet the qualifications as prescribed from time to time by the General Committee and set out in these Rules or in Regulations.
- b) Nominees must have knowledge of business and commercial practices, Touch and its stakeholders and a commitment to the development of Touch in the South Tweed Community.
- c) Nominees must declare any office or position (paid or honorary) they hold in any other Touch Association. If the nominee is elected, they must resign any such position.

22.2 Elections

- a) The Secretary shall call for nominations twenty-eight (28) days before the date of the Annual General Meeting. All **Members** shall be notified of the call for nominations.
 - a. Nominations for positions must be:
 - i. In writing;
 - ii. On the prescribed form (**Annexure 3**) provided for that purpose;
 - iii. Signed by a nominator and a seconder, who must be **Members**; and
 - b) Certified by the nominee expressing his or her willingness to accept the position for which he or she is nominated.
 - c) Nominations shall be received, by the close of business, at least seven (7) days prior to the Annual General Meeting.
 - d) If the number of nominations received for the General Committee is insufficient or positions remain vacant after the voting process, a **Casual Vacancy** shall be declared and appointed by the General Committee.
 - e) The Secretary shall prepare voting papers containing the names of the nominees in alphabetical order.
 - f) Voting for each position shall be conducted separately, beginning with the President and shall be determined by a simple majority.

- g) The voting shall be conducted by secret ballot.
- h) Should a deadlock occur for any position, a recount will occur until a person is elected or there are three consecutive deadlock votes. If this does occur, the position is to be re-advised, and an election will be held at an Extraordinary General Meeting no later than 28 days later than the previous election.

22.3 Term of Appointment

General Committee members shall be elected in accordance with these Rules for a term of **one (1)** year, which shall commence from the conclusion of the Annual General Meeting at which the election occurred until the commencement of the **second** Annual General Meeting following.

23. POWERS OF THE ASSOCIATION

The General Committee shall exercise the powers of the Association to manage the business of the Association, subject to the Act and these Rules. In particular, the General Committee as the controlling authority of the Association shall be responsible for acting on all **South Tweed Community** issues in accordance with the objectives of the Association and shall operate for the benefit of the Members and the community including:

- a) Determining major strategic directions;
- b) Determining policies for ratification by the Association; and
- c) Reviewing the Association's performance in achieving its pre-determined aims, objectives and policies.
- d) Day-to-day operation of the South Tweed Community Touch Association competitions.

24. VACANCIES OF GENERAL COMMITTEE

24.1 Grounds for Termination of a General Committee Member

In addition to the circumstances in which the position of a General Committee Member becomes vacant by virtue of the Act, the position of a General Committee Member becomes vacant if the General Committee Member:

- a) Dies;
- b) Becomes bankrupt or makes any arrangement or composition with his or her creditors generally;
- c) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in anyway under the law relating to mental health;
- d) Resigns his or her office in writing to the Association;
- e) Where a General Committee Member, is absent without the consent of the Association from meetings of the General Committee held during a period of six months;
- f) Without the prior consent or later ratification of the **Members** in General Meeting holds any office of profit under the Association;
- g) Is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of his or her interest;
- h) Is removed in accordance with Rule 24.2; or

- i) Would otherwise be prohibited from being a director of a corporation under the *Corporations Law*.

24.2 Removal of General Committee Member

- a) The Association in a General Meeting may by Special Resolution remove any General Committee Member before the expiration of their term of office and appoint another individual Member in their place to hold office until the expiration of the term of the first mentioned General Committee Member.
- b) Where the General Committee Member to whom a proposed resolution referred to in Rule 24.2 a) makes representations in writing to the Secretary and requests that such representations be notified to the **Members**, the Secretary may send a copy of the representations to each **Member** or, if they are not so sent, the General Committee Member may require that they be read out at the meeting, and the representations shall be so read.

24.3 Casual Vacancies

- a) Any General Committee Member casual vacancy shall be filled by appointment by the Association of Management.
- b) Any casual vacancy may only be filled for the remainder of the General Committee Member's term under these Rules.
- c) In the event of a casual vacancy or vacancies in the Executive, the remaining members may act but, if the number of remaining members is not sufficient to constitute a quorum at a meeting of the General Committee, they may act only for the purpose of increasing the number of members to a number sufficient to constitute a quorum.

25. PUBLIC OFFICER

The Public Officer shall be determined each year at the Annual General Meeting. The Public Officer should be an elected person from the Executive.

PART V – FINANCIALS

26. APPLICATION OF INCOME

- a) The income and property of the Association shall be applied solely towards the promotion of the objectives of the Association as set out in this Statement of Purposes,
- b) Nothing contained in clauses 4(a) shall prevent payment in good faith of or to any Member for:
 - i. Any services actually rendered to the Association whether as an employee or otherwise;
 - ii. Goods supplied to the Association in the ordinary and usual course of operation;
 - iii. Rent for premises demised or let by any Member to the Association;
 - iv. Any out-of-pocket expenses incurred by the Member on behalf of the Association;
 - v. Or any other reason, provided that any such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arm's length in a similar transaction.

27. LIABILITY OF MEMBERS

The liability of the Members of the Association is limited.

28. MEMBER'S CONTRIBUTIONS

Every member of the Association undertakes to contribute to the assets of the Association in the event of it being wound up while a member, or within one (1) year after ceasing to be a member for payment of the debts and liabilities of the Association contracted before the time at which they cease to be a member, and the costs, charges and expenses of winding up and for an adjustment of the rights of contributions among themselves, such amount as may be required not exceeding one dollar (\$1.00.)

29. DISTRIBUTION OF PROPERTY ON WINDING UP

If upon winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities any assets or property, the same shall not be paid to or distributed amongst the Members of the Association but shall be given or transferred to some body or bodies having purposes similar to the purposes of the Association and which prohibits the distribution of its or their income and property among its or their Members to an extent at least as great as is imposed on the Association by this Statement of Purposes and which is also not carried on for profit and which is similarly exempt from income tax. Such body or bodies to be determined by the Members of the Association at or before the time of dissolution, and in default thereof by such judge of a Supreme Court as may have or acquire jurisdiction in the matter.

30. ACCOUNTS

True accounts shall be kept of the sum of money received and expended by the Association and the manner in respect of which such receipt and expenditure takes place and of the property, assets and liabilities of the Association. Once at least in every year the accounts of the Association shall be examined by one or more properly qualified accountants who shall report to the Members in accordance with generally accepted accounting principles and/or practices and/or the provisions of the Act.

31. RECORDS AND ACCOUNTS

31.1 Secretary & Treasurer to Keep Records

The Secretary & Treasurer shall establish and maintain proper records and minutes concerning all transactions, business, meetings and dealings of the Association and the Association and shall produce these as appropriate at each General Meeting ***and as otherwise required by the Executive from time to time.***

31.2 Records Kept in Accordance With Act

The Treasurer shall ensure that proper accounting and other records shall be kept in accordance with the Act. The books of account and electronic bookkeeping program/s shall be kept in the care and control of the Executive.

31.3 Association to Retain Records

The Association shall retain such records for seven (7) years after the completion of the transactions or operations to which they relate.

31.4 Treasurer to Submit Accounts

The Treasurer shall submit to the **Members** at the Annual General Meeting the Statements of Account of the Association in accordance with these Rules.

31.5 Accounts Conclusive

The Statements of Account when approved or adopted by an Annual General Meeting shall be conclusive except as regards any error discovered in them within three months after such approval or adoption.

31.6 Accounts to be Sent to Members

The Secretary shall cause to be sent to all persons entitled to receive notice of Annual General Meetings of the Association in accordance with these Rules, a copy of the Statements of Account, the Treasurer's report, the accountant's report and every other document required under the Act (if any).

31.7 Negotiable Instruments

All cheques, promissory notes, bankers' drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two members of the Association. i.e., President, Vice-President, Treasurer, Registrar or Secretary

32. SUBSTANTIATE

- a) A properly qualified accountant or accountants shall be appointed and the remuneration of such accountant or accountants fixed at the Annual General Meeting. The accountant's duties shall be regulated in accordance with the Act.
- b) The accounts of the Association shall be substantiated, and the correctness of the profit and loss accounts and balance sheets ascertained by an accountant or accountants at least once in every year.

PART VI – MISCELLANEOUS

33. DELEGATIONS

33.1 General Committee may Delegate Functions

The General Committee may by instrument in writing create or establish or appoint special committees, officers or consultants to carry out such duties and functions, and with such powers, as the General Committee determines.

33.2 Delegation By Instrument

The General Committee may in the establishing instrument delegate such functions as are specified in the instrument, other than:

- a) This power of delegation; and
- b) A function imposed on the General Committee by the Act or any other law, or these Rules or by resolution of the Association in General Meeting.

33.3 Delegated Function Exercised in Accordance With Terms

A function, the exercise of which has been delegated under this Rule, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

33.4 Procedure of Delegated Entity

The procedures for any delegated entity shall, with any necessary or incidental amendment, remain the same as that applicable to meetings of the Association under these Rules.

33.5 Delegation may be Conditional

A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.

33.6 Revocation of Delegation

The Association may by instrument in writing, revoke wholly or in part any delegation made under this Rule and may amend or repeal any decision made by such body or person under this Rule.

34. REGULATIONS

34.1 General Committee to Formulate Regulations

The General Committee may formulate, issue, adopt, interpret and amend such Regulations for the proper advancement, management and administration of the Association, the advancement of the objectives of the Association and Touch as it thinks necessary or desirable. Such Regulations must be consistent with the Statement of Purposes and Constitution of the Association and any policy directives of the General Committee.

34.2 Regulations Binding

All Regulations made under this Rule shall be binding on the Association and **Members**.

34.3 Regulations Deemed Applicable

All rules, by-laws and regulations of the Association and of the Association in force at the date of the approval of these Rules under the Act insofar as such rules and regulations are not inconsistent with, or have been replaced by these Rules, shall be deemed to be Regulations under this Rule.

34.4 Bulletins Binding on Members

Amendments, alterations, interpretations, or other changes to Regulations shall be advised to **Members** by means of Bulletins approved by the General Committee and prepared and issued by the Secretary. Bulletins are binding upon all **Members**.

35. NOTICE

35.1 Manner of Notice

- a) Notices may be given by the Executive to any **Member** by sending the notice by post or facsimile transmission or where available, by electronic mail or text message, to the Member's registered address or facsimile number, electronic mail address or mobile phone number.
- b) Where a notice is sent by post, service of the notice shall be deemed effected by properly addressing, prepaying and posting the notice. Service of the notice is deemed effective two days after posting.
- c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to/or received at the facsimile number to which it was sent.
- d) Where a notice is sent by electronic mail, service of the notice shall be deemed effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.
- e) Where a notice is sent by text message, service of the notice shall be deemed effected upon receipt of a confirmation report confirming the text message was delivered at the mobile phone number to which it was sent.

35.2 Notice of General Meeting

Notice of every General Meeting shall be given in the manner authorised in these Rules.

36. SEAL

36.1 Custody of Seal

The Executive shall provide for safe custody of the Seal.

36.2 Affixing Seal

The General Committee shall authorise the use of the Seal and two members of the Association shall sign every document to which the Seal is affixed as the Association determines.

36.3 General Committee Member's Interest

A General Committee Member may not sign a document to which the seal of the Association is fixed where the Association Member is interested in the contract or arrangement to which the document relates.

37. INTERPRETATION CLAUSE

The specification of the objectives of the Association in Clause 2 and the powers set out in Clause 3 of this Statement of Purposes, are not in any particular order and are not to be construed so as to lead to the construction that any objective or power is more important than any other objective or power nor than any objective or power which is specified in detail is more important than any objective or power which has not been specified in detail, and no particular objective or power will be limited by reference to any other and the rule of construction known as the *ejusdem generis** rule shall not apply.

**The rule that where particular words are followed by general words, the general words are limited to the same kind as the particular words.*

38. ADDITION, ALTERATION OR AMENDMENT

No addition, alteration or amendment shall be made to this Statement of Purposes or this Constitution without approval in the form of a Special Resolution at a Special General Meeting.

39. ALTERATION OF STATEMENT OF PURPOSES AND CONSTITUTION

A Special Resolution, in accordance with the Act, is the only method of altering this Constitution and the Statement of Purposes of the Association. However, an amendment, repeal or addition is valid only if the President registers it.

40. INDEMNITY

- a) The Executive and every General Committee Member, accountant, manager, employee or agent of the Association shall be indemnified out of the property or assets of the Association against any liability incurred by them in their capacity as General Committee Member, accountant or agent in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to them by the Court.
- b) The Association shall indemnify its General Committee Members, managers and employees against all damages and costs (including legal costs) for which any such Association Member, manager or employee, may be or become liable to any third party in consequence of any act or omission except wilful misconduct or criminal conduct:
- c) In the case of a General Committee Member, performed or made whilst acting on behalf of and with the authority, express or implied of the Association; and
- d) In the case of an employee, performed or made in the course of, and within the scope of their employment by the Association.

41. DISSOLUTION

- a) Subject to paragraph (b) below, the Association may be wound up in accordance with the provisions of the Act.
- b) The provisions of Clauses 28 and 29 of the Statement of Purposes and Constitution relating to the winding up and dissolution of the Association shall take effect and be observed as if the same were repeated in this Constitution.

42. REVIEW OF STATEMENT OF PURPOSES AND CONSTITUTION

The Statement of Purposes and Constitution is to be reviewed every five (5) years or sooner if deemed necessary by the ***Members whose numbers shall be five (5) General Committee members or fifty (50%) percent of the General Committee whatever is greater.***

ANNEXURE 1
PROXY VOTING FORM
FOR ANNUAL / GENERAL / SPECIAL MEETINGS OF
SOUTH TWEED COMMUNITY TOUCH ASSOCIATION INCORPORATED



TO: The Secretary
South Tweed Community Touch Association Incorporated
C/- 14 Peel Circuit
TWEED HEADS SOUTH NSW 2486

I, _____ a **Member** of the South Tweed Community Touch Association Incorporated

appoint _____

as my proxy to vote on my behalf (including adjournments) at:

(1) the General Meeting (includes Annual and Special) to be held on _____ (date of meeting)

or

(2) all General Meetings (includes Annual and Special) held before _____ (expiry date)

unless I serve you with a prior written withdrawal of the appointment.

Dated at _____ on _____ (date)

Signature of **Member** _____

Signature of Proxy Holder _____

Residential Address _____

Postal Address _____

ANNEXURE 2
POSTAL BALLOT
FOR ANNUAL / GENERAL / SPECIAL MEETINGS OF
SOUTH TWEED COMMUNITY TOUCH ASSOCIATION INCORPORATED



To Be Held At: _____

Date: _____

Time: _____

If you wish to vote using these postal ballot papers, then simply draw a circle around the response you choose for each Motion.

To ensure your vote is valid, **Please Sign at the Bottom of Each Page of the Postal Ballot Pages.**

Motion 1:

Carried / Defeated
Yes / No / Abstain

Voting Paper Must be Returned by: _____ **(Date)**

I require that this postal ballot paper, completed by me, be recorded as my vote in respect of the Motions set out above.

I have signed the bottom of each of the _____ (number) pages, comprising this postal ballot.

Name of Member: _____

Signature of Member: _____

Team / General Committee or Executive Position: _____

Date: _____

ANNEXURE 3

NOMINATION FOR GENERAL COMMITTEE AND EXECUTIVE POSITIONS

SOUTH TWEED COMMUNITY TOUCH ASSOCIATION INCORPORATED



POSITION: _____

Name of Candidate:

Print Name

Address:

Phone: _____

Email: _____

Additional Information (optional):

Candidate: _____

Print Name

Signature

Date: _____

Moved By: _____

Print Name

Signature

Date: _____

Seconded By: _____

Print Name

Signature

Date: _____

ANNEXURE 4

NOMINATION FOR LIFE MEMBER

SOUTH TWEED COMMUNITY TOUCH ASSOCIATION INCORPORATED



I, _____ (full name)

nominate _____ (full name of nominee)

to be considered as a Life Member of South Tweed Community Touch Association Incorporated at the

Annual General Meeting on _____ (date) at

_____ (venue)

Nominator: _____ (member)

of the _____ (Team / General Committee or Executive Position)

Signature of Member: _____

Date: _____

Seconder: _____ (member)

of the _____ (Team / General Committee or Executive Position)

Signature of Member: _____

Date: _____

President

South Tweed Community Touch Association Incorporated



Position Description

Position Title: President

Reports To: Vice President, Treasurer, Secretary and Registrar

Role Description

A. Primary Purpose of the Role

The President is primarily responsible for ensuring the Club sets and meets its goals and objectives, is administered according to the Club Constitution, Club Rules and completes all legal and compliance obligations. It should be understood that the duties of the President are numerous and require considerable time and effort. Honorarium fee \$1000 and the payment of the honorarium will be paid accordingly.

B. Role Responsibilities

- Be well informed of all Club activities, especially those of all Sub Committees
- Have a strong understanding of the legal and compliance obligations of running the Club
- Ensure legislative and compliance obligations are met
- Have a good working knowledge and understanding of the Club Constitution, Club Rules, By Laws, policies, procedures and regulations as well as the responsibilities of all Executive / General / Sub Committee Members, Volunteers, Coaches and Club Members
- Act as spokesperson for the Club and represent it at locally, regionally and nationally as required
- Ensure the Club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- All Club activities are documented in operations manuals, policies and procedures
- Ensures the Committee receive regular, accurate financial reporting budgets and cash flow projections
- Maintain strong financial controls to ensure all monies are accounted for and handled in accordance with the Cash Handling Policy – (e.g. money to be stored in the safe when needed, two people to sign for the Canteen and all signatories are updated etc)
- Ensure the Health and Safety of all Club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to the Club policies and procedures
- Be aware of the future directions and plans of Club and Club Members
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Maintain confidentiality on relevant and delicate matters
- Handle all Presidential Club correspondence, responding to any correspondence as required
- Clear email address regularly and before Executive / General Committee Meetings and the Annual General Meeting for the correspondence to be distributed and dealt with at meetings
- Record all inward and outward correspondence and acknowledge where necessary
- File copies of all correspondence and retain for the required timeframe
- Have a good working knowledge of meeting procedures
- In conjunction with the Executive Committee, schedule all Executive / General Committee Meetings and the Annual General Meeting as early as possible
- Update your position description and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting
- All Club positions, roles and Sub Committees have regularly reviewed position descriptions or terms of references

B. Role Responsibilities – continued

- Set and add items to the Executive / General Committee Meetings agenda, including the Annual General Meeting agenda (working with the Secretary)
- Consider the meeting agendas before an Executive / General Committee and Annual General Meeting
- Chair all Executive / General Committee Meetings and the Annual General Meeting
- Sign the Minutes confirming they are a true and correct reflection of the meetings
- Act as the “public officer” for the Club - Complete and give to the Treasurer the NSW Government Fair Trading Form A9 Notice of appointment of public officer and Notice of change of association address
- Maintain a sound knowledge of Qld Touch Football Rules and Regulations
- Cooperate with and assist the Executive / General Committee with their responsibilities
- Support and encourage all Club Members to respect and support the Club and TFA Rules
- Have a sound understanding of Touch Football Rules and Regulations
- Accept and discuss reports from key members and sub committees concerning day to day management activities of the Club: Coaches, Team Delegates, Covid Safety Officers, Players and Sponsors
- Support and encourage internal training and education programs recommended for the Club's Executive Committee and any other Club Members at the request of the Executive Committee (e.g. Referee and Coaching Courses etc)
- Oversee and coordinate the Club's communication strategy including its website, email addresses, social media and Dropbox – update these when needed
- Update the password register when required (new account or password change)
- Assist in the setup of the New Season's Competition with the Executive Committee
- Liaise with Club Members and Coaches to assist and resolve individual sign on/registration issues
- Ensure Teams contain players of the correct age and identify Teams and Representative players
- Maintain MySideline and manage the movement of players in line with Team changes
- Accept individual nominations and communicate if Teams are able to be found
- Provide information as required to enable player records and Team records to be maintained
- Ensure all players are registered and in the current Season
- Keep the Committee informed of the status of registrations at all times
- Ensure that any documentation issued by the Committee for circulation to players and Club Members is duly circulated to those intended
- Print off Team Sheets and Score Cards weekly by Wednesday
- Enter scores into MySideline after each time slot
- File Team sheets after each time slot
- Update Friday Night shirt list and distribution of new shirts
- After the Grand Final update all Team names from that Season (e.g. Centaurs changes to Centaurs 2020)
- In conjunction with the current Executive Committee coordinate the handover for the incoming Executive / General Committee, Sub Committees, Club Members, Coaches and Volunteers

Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings

Essential Skills and Requirements – continued

- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Vice President of the conflict who will immediately inform all other Committee Members.

Vice President

South Tweed Community Touch Association Incorporated



Position Description

Position Title: Vice President

Reports To: President, Treasurer, Secretary and Registrar

Role Description

A. Primary Purpose of the Role

The Vice President works closely with and supports the President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason, this is to be done in accordance with Club Rules.

The Vice President role is an ideal position for those considering becoming Club Presidents in the future, as the Vice President works closely with the President to support them and assist in the fulfillment of the leadership and governance responsibilities and success of the Club.

The Vice President is ultimately responsible for the Club along with the President. It should be understood that the duties of the Vice President are numerous and require considerable time and effort. Honorarium fee \$700 and the payment of the honorarium will be paid accordingly.

B. Role Responsibilities

- Have a strong understanding of the legal and compliance obligations of running the Club
- Ensure legislative and compliance obligations are met
- Have a good working knowledge and understanding of the Club Constitution, Club Rules, By Laws, policies, procedures and regulations as well as the responsibilities of all Executive / General / Sub Committee Members, Volunteers, Coaches and Club Members
- Ensure all complaints and disputes are immediately investigated and responded to according to the Club policies and procedures
- Be aware of the future directions and plans of Club and Club Members
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Maintain confidentiality on relevant and delicate matters
- Handle all Vice Presidential Club correspondence, responding to any correspondence as required
- Clear email address regularly and before Executive / General Committee Meetings and the Annual General Meeting for the correspondence to be distributed and dealt with at meetings
- Record all inward and outward correspondence and acknowledge where necessary
- File copies of all correspondence and retain for the required timeframe
- Have a good working knowledge of meeting procedures
- In conjunction with the President, schedule all Executive / General Committee Meetings and the Annual General Meeting as early as possible
- Update your position description and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting
- Add items to the Executive / General Committee Meetings agenda, including the Annual General Meeting agenda (working with the Secretary)
- Maintain a sound knowledge of Qld Touch Football Rules and Regulations
- Cooperate with and assist the Executive / General Committee with their responsibilities
- Support and encourage all Club Members to respect and support the Club and TFA Rules
- Have a sound understanding of Touch Football Rules and Regulations

B. Role Responsibilities – continued

- Accept and discuss reports from key members and sub committees concerning day to day management activities of the Club: Coaches, Team Delegates, Covid Safety Officers, Players and Sponsors
- Support and encourage internal training and education programs recommended for the Club's Executive Committee and any other Club Members at the request of the Executive Committee (e.g. Referee and Coaching Courses etc)
- Oversee and coordinate the Club's communication strategy including its website, email addresses, social media and Dropbox – update these when needed
- Update the password register when required (new account or password change)
- Assist in the setup of the New Season's Competition with the Executive Committee
- Liaise with Club Members and Coaches to assist and resolve individual sign on/registration issues
- Ensure Teams contain players of the correct age and identify Teams and Representative players
- Maintain MySideline and manage the movement of players in line with Team changes
- Accept individual nominations and communicate if Teams are able to be found
- Provide information as required to enable player records and Team records to be maintained
- Ensure all players are registered and in the current Season
- Keep the Committee informed of the status of registrations at all times
- Ensure that any documentation issued by the Committee for circulation to players and Club Members is duly circulated to those intended
- Print off Team Sheets and Score Cards weekly by Wednesday
- Enter scores into MySideline after each time slot
- File Team sheets after each time slot
- Update Friday Night shirt list and distribution of new shirts
- After the Grand Final update all Team names from that Season (e.g. Centaurs changes to Centaurs 2020)
- In conjunction with the current Executive Committee coordinate the handover for the incoming Executive / General Committee, Sub Committees, Club Members, Coaches and Volunteers

C. In the absence of the President, the Vice President will:

- Ensure all responsibilities of the President are undertaken
- Be well informed of all Club activities, especially those of all Sub Committees
- Act as spokesperson for the Club and represent it at locally, regionally and nationally as required
- Ensure the Club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- All Club activities are documented in operations manuals, policies and procedures
- Handle all Presidential Club correspondence, responding to any correspondence as required
- Ensures the Committee receive regular, accurate financial reporting budgets and cash flow projections
- Maintain strong financial controls to ensure all monies are accounted for and handled in accordance with the Cash Handling Policy – (e.g. money to be stored in the safe when needed, two people to sign for the Canteen and all signatories are updated etc)
- Ensure the Health and Safety of all Club participants
- All Club positions, roles and Sub Committees have regularly reviewed position descriptions or terms of references
- Consider the meeting agendas before an Executive / General Committee and Annual General Meeting
- Chair all Executive / General Committee Meetings and the Annual General Meeting
- Sign the Minutes confirming they are a true and correct reflection of the meetings
- Act as the "public officer" for the Club - Complete and give to the Treasurer the NSW Government Fair Trading Form A9 Notice of appointment of public officer and Notice of change of association address

Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.

Treasurer

South Tweed Community Touch Association Incorporated



Position Description

Position Title: Treasurer

Reports To: President, Vice President, Secretary and Registrar

Role Description

A. Primary Purpose of the Role

The Treasurer is responsible for ensuring the Committee is empowered to manage the financial affairs of the Club, is responsible for the financial supervision of the Club's cash, assets and ensuring all monies are accounted for and handled in accordance with policies and procedures as well as ensuring the collection of all revenues and payment of all financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the Club's accounting system and producing the Clubs financial reports for presentation to the Committee, the Club Members at the Annual General Meeting as well as complying with all financial reporting obligations contained in the Club Rules and the Associations Incorporation Act 2009 No 7. Honorarium fee \$700 and the payment of the honorarium will be paid accordingly.

B. Role Responsibilities

- Prepare a Club budget and cash flow projection at the start of the year for review and sign off by the Committee
- Have a strong understanding of the legal and compliance obligations of running the Club
- Ensure legislative and compliance obligations are met
- Have a good working knowledge and understanding of the Club Constitution, Club Rules, By Laws, policies, procedures and regulations as well as the responsibilities of all Executive / General / Sub Committee Members, Volunteers, Coaches and Club Members
- Be aware of the future directions and plans of Club and Club Members
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Maintain confidentiality on relevant and delicate matters
- Record all financial transactions in the Clubs accounting system (Xero) as well as maintaining a list of Club assets and liabilities
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the Committee to review and take action in a timely manner
- Provide monthly Profit and Loss Reports and Balance Sheet to the Committee each month (generally presented at each Committee Meeting)
- Provide a list of payments for the previous month to the Committee at each Committee meeting
- Provide a list of revenues outstanding and payments to be made to the Committee at each Committee Meeting
- Ensure all monies are accounted for and handled in accordance with policies and procedures
- Implement financial management procedures which protect both the Club's funds and assets
- Control the Club's four (4) bank accounts and Visa card attached to one (1) of the bank accounts, ensuring only those authorised are bank signatories and internet access
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two (2) signatories before payments can be made)
- Ensure as much revenue as possible is collected using online payments
- Ensure all approved expenditure is paid as when it falls due
- Ensure all monies due to the Club are collected

B. Role Responsibilities – continued

- Use the MySideline and Service NSW programs to do reports, check payments etc in order to check all information is recorded and reconciled in Xero Liaise with the Accountant to have the Club's information substantiated
- Where a review is required on all the Club's four (4) bank accounts and the Club's accounting system (Xero), ensure these are substantiated by an Accountant and completed in time for the financial reports to be presented to the Club Members at the Annual General Meeting
- Produce the financial reports to all Club Members to be presented at the Annual General Meeting
- Undertake all legislatively required reporting and submissions
- Complete the NSW Government Fair Trading Form A12 – T2 form and lodge this with Service NSW
- Obtain the completed NSW Government Fair Trading Form A9 Notice of appointment of public officer and Notice of change of association address from the President and lodge this form with Service NSW
- Make payment to Service NSW when the A12 – T2 Form and A9 Form are lodged
- Process all refunds required – (e.g. Level 1 Course Referee refund payments and players who have deregistered)
- Handle all Treasurer Club correspondence, responding to any correspondence as required
- Clear email address regularly and before Executive / General Committee Meetings and the Annual General Meeting for the correspondence to be distributed and dealt with at meetings
- Record all inward and outward correspondence and acknowledge where necessary
- File copies of all correspondence and retain for the required timeframe
- Have a good working knowledge of meeting procedures
- In conjunction with the President, schedule all Executive / General Committee Meetings and the Annual General Meeting as early as possible
- Update your position description and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting
- Add items to the Executive / General Committee Meetings agenda, including the Annual General Meeting agenda (working with the Secretary)
- Maintain a sound knowledge of Qld Touch Football Rules and Regulations
- Cooperate with and assist the Executive / General Committee with their responsibilities
- Support and encourage all Club Members to respect and support the Club and TFA Rules
- Have a sound understanding of Touch Football Rules and Regulations
- Accept and discuss reports from key members and sub committees concerning day to day management activities of the Club: Coaches, Team Delegates, Covid Safety Officers, Players and Sponsors
- Support and encourage internal training and education programs recommended for the Club's Executive Committee and any other Club Members at the request of the Executive Committee (e.g. Referee and Coaching Courses etc)
- Oversee and coordinate the Club's communication strategy including its website, email addresses, social media and Dropbox – update these when needed
- Update the password register when required (new account or password change)
- Assist in the setup of the New Season's Competition with the Executive Committee
- Liaise with Club Members and Coaches to assist and resolve individual sign on/registration issues
- Ensure Teams contain players of the correct age and identify Teams and Representative players
- Maintain MySideline and manage the movement of players in line with Team changes
- Accept individual nominations and communicate if Teams are able to be found
- Provide information as required to enable player records and Team records to be maintained
- Ensure all players are registered and in the current Season
- Keep the Committee informed of the status of registrations at all times
- Ensure that any documentation issued by the Committee for circulation to players and Club Members is duly circulated to those intended

B. Role Responsibilities – continued

- Print off Team Sheets and Score Cards weekly by Wednesday
- Enter scores into MySideline after each time slot
- File Team sheets after each time slot
- Update Friday Night shirt list and distribution of new shirts
- Ensure all monies are accounted for and handled in accordance with the Cash Handling Policy – for example money to be stored in the safe when needed, two people to sign for the Canteen
- Sign the Minutes confirming they are a true and correct reflection of the meeting
- Ensure all Rebel monies are current and used before it is due to expire. Notify Executive Committee of monthly updates of monies current
- Update all Rebel money spending in Xero (e.g. the items Rob got approx. \$500 for Rep Touch 2020 gear – bags, footballs and training equipment. Heidi, Billee and Mel got approx. \$750 for the Mega Raffle 2020)
- Notify the use of the Rebel monies at all committee meetings
- Invoice all Representative players
- Process the payroll weekly and rectify any payments missed or reversed by bank
- Weekly payroll – Referee Coordinator \$150, Canteen Convenor \$150, First Aid Officer \$150, Line Marker \$50, Field Set Up \$50, Field Pack Up \$50, Cleaning of Toilets \$50 and Referee Coach \$175 or the payroll amounts as discussed with the Executive Committee if it is a short Season
- After the Grand Final update all Team names from that Season (e.g. Centaurs changes to Centaurs 2020)
- In conjunction with the current Executive Committee coordinate the handover for the incoming Executive / General Committee, Sub Committees, Club Members, Coaches and Volunteers

Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills and have a sound knowledge of Xero and Payroll
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.

Registrar

South Tweed Community Touch Association Incorporated



Position Description

Position Title: Registrar

Reports To: President, Vice President, Treasurer and Secretary

Role Description

A. Primary Purpose of the Role

The key responsibilities of the Registrar are to understand the Club Constitution, Club Rules, By Laws, policies, procedures, regulations, legal and compliance obligations and ensure the Club is run according to these core requirements at all times.

The Registrar is also responsible for the proper registration of all Players, Coaches, Team Managers, Volunteers and other officials within the Club. This involves all elements of the registrations process, including the conduct of sign-up days and the proper recording of individual details. Honorarium amount \$500 and the payment of the honorarium will be paid accordingly.

B. Role Responsibilities

- Have a good working knowledge and understanding of the Club Constitution, Club Rules, By Laws, policies, procedures and regulations as well as the responsibilities of all Executive / General / Sub Committee Members, Volunteers, Coaches and Club Members
- Be aware of the future directions and plans of Club and Club Members
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Maintain confidentiality on relevant and delicate matters
- Assist in the setup of the New Season's Competition with the Executive Committee
- Liaise with Club Members and Coaches to assist and resolve individual sign on/registration issues
- Ensure Teams contain players of the correct age and identify Teams and Representative players
- Maintain MySideline and manage the movement of players in line with Team changes
- Accept individual nominations and communicate if Teams are able to be found
- Provide information as required to enable player records and Team records to be maintained
- Ensure all players are registered and in the current Season
- Keep the Committee informed of the status of registrations at all times
- Ensure that any documentation issued by the Committee for circulation to players and Club Members is duly circulated to those intended
- Print off Team Sheets and Score Cards weekly by Wednesday
- Enter scores into MySideline after each time slot
- File Team sheets after each time slot
- Update Friday Night shirt list and distribution of new shirts
- In conjunction with the current Executive Committee coordinate the handover for the incoming Executive / General Committee, Sub Committees, Club Members, Coaches and Volunteers
- After the Grand Final update all Team names from that Season (e.g. Centaurs changes to Centaurs 2020)
- Clear email address regularly and before Executive / General Committee Meetings and the Annual General Meeting for the correspondence to be distributed and dealt with at meetings
- Record all inward and outward correspondence and acknowledge where necessary
- File copies of all correspondence and retain for the required timeframe
- Have a good working knowledge of meeting procedures

B. Role Responsibilities – continued

- In conjunction with the President, schedule all Executive / General Committee Meetings and the Annual General Meeting as early as possible
- Update your position description and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting
- Add items to the Executive / General Committee Meetings agenda, including the Annual General Meeting agenda (working with the Secretary)
- Maintain a sound knowledge of Qld Touch Football Rules and Regulations
- Cooperate with and assist the Executive / General Committee with their responsibilities
- Support and encourage all Club Members to respect and support the Club and TFA Rules
- Have a sound understanding of Touch Football Rules and Regulations
- Accept and discuss reports from key members and sub committees concerning day to day management activities of the Club: Coaches, Team Delegates, Covid Safety Officers, Players and Sponsors
- Support and encourage internal training and education programs recommended for the Club's Executive Committee and any other Club Members at the request of the Executive Committee (e.g. Referee and Coaching Courses etc)
- Oversee and coordinate the Club's communication strategy including its website, email addresses, social media and Dropbox – update these when needed
- Update the password register when required (new account or password change)

Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Registrar becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.

Secretary

South Tweed Community Touch Association Incorporated



Position Description

Position Title: Secretary

Reports To: President, Vice President, Treasurer and Registrar

Role Description

A. Primary Purpose of the Role

The key responsibilities of the Secretary are to understand the Club Constitution, Club Rules, By Laws, policies, procedures, regulations, legal and compliance obligations and ensure the Club is run according to these core requirements at all times.

The Secretary is also responsible for managing, collecting, reviewing and disseminating the Club's information and knowledge (e.g. policies and procedures, position descriptions, Committee Meeting Minutes etc). Collecting all the key club information created and used during the year and previous years and should coordinate the handover of the information and knowledge to the incoming Committee and relevant volunteers. Honorarium amount \$500 and the payment of the honorarium will be paid accordingly.

B. Role Responsibilities

- Provide a communication link between Club Members, Executive / General Committee, outside agencies and affiliated sporting bodies
- Have a strong understanding of the legal and compliance obligations of running the Club
- Ensure legislative and compliance obligations are met (e.g. Incorporation Certificate and Insurances)
- Have a good working knowledge and understanding of the Club Constitution, Club Rules, By Laws, policies, procedures and regulations as well as the responsibilities of all Executive / General / Sub Committee Members, Volunteers, Coaches and Club Members
- Be aware of the future directions and plans of Club and Club Members
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Maintain confidentiality on relevant and delicate matters
- Handle all general Club correspondence, responding to any correspondence as required
- Clear email addresses regularly and before Executive / General Committee Meetings and the Annual General Meeting for the correspondence to be distributed and dealt with at meetings
- Record all inward and outward correspondence and acknowledge where necessary
- File copies of all correspondence and retain for the required timeframe
- Have a good working knowledge of meeting procedures
- In conjunction with the President, schedule all Executive / General Committee Meetings and the Annual General Meeting as early as possible
- Two (2) days prior to the Executive / General Committee Meetings, email all Executive / General Committee Members asking for any items to be added to the meeting agenda
- Prepare and circulate the meeting agenda to be considered by the Executive / General Committee
- Present lists and clarify all items of correspondence at Executive / General Committee Meetings that require discussion and identify all main points
- Prepare and circulate according to the Club Rules, the notice convening the Annual General Meeting, ensuring all Club Members are invited
- If there are special resolutions to be considered at an Annual General Meeting, ensure the special notification requirements under the Club Rules are met

B. Role Responsibilities – continued

- Ensure that all volunteers (including yourself) update their position descriptions and any operating manuals, policies and procedures and they provide the updated version/s to you prior to the Annual General Meeting
- Take the Meeting Minutes and maintain the Minutes book of Executive / General Committee Meetings and the Annual Meeting, ensuring the Minutes of each meeting is signed by the President confirming they are a true and correct reflection of the meeting and circulating them within four (4) days of the meeting to the relevant people
- Maintain a sound knowledge of Qld Touch Football Rules and Regulations, memorandums and Minutes from Board and other meetings
- Cooperate with and assist the Executive / General Committee with their responsibilities. Be the coordinator for the Club's strategic planning initiatives
- Support and encourage all Club Members to respect and support the Club and TFA Rules
- Have a sound understanding of Touch Football Rules and Regulations
- Oversee and coordinate the Club's communication strategy including its website, email addresses, social media and Dropbox – update these when needed
- Maintain a register of the latest version of all club documentation including but not limited to the Club Constitution, Club Rules, By Laws, policies, procedures, regulations, position descriptions, Sub Committee terms of reference, Coach and Player development plans etc
- Accept and discuss reports from key members and sub committees concerning day to day management activities of the Club: Coaches, Team Delegates, Covid Safety Officers, Players and Sponsors
- Support and encourage internal training and education programs recommended for the Club's Executive Committee and any other Club Members at the request of the Executive Committee (e.g. Referee and Coaching Courses etc)
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc)
- Update the password register when required (new account or password change)
- Assist in the setup of the New Season's Competition with the Executive Committee
- Liaise with Club Members and Coaches to assist and resolve individual sign on/registration issues
- Ensure Teams contain players of the correct age and identify Teams and Representative players
- Maintain MySideline and manage the movement of players in line with Team changes
- Accept individual nominations and communicate if Teams are able to be found
- Provide information as required to enable player records and Team records to be maintained
- Ensure all players are registered and in the current Season
- Keep the Committee informed of the status of registrations at all times
- Ensure that any documentation issued by the Committee for circulation to players and Club Members is duly circulated to those intended
- Print off Team Sheets and Score Cards weekly by Wednesday
- Enter scores into MySideline after each time slot
- File Team sheets after each time slot
- Update Friday Night shirt list and distribution of new shirts
- After the Grand Final update all Team names from that Season (e.g. Centaurs changes to Centaurs 2020)
- Update the Club's Facebook page and delete any old users and invite the new users
- In conjunction with the current Executive Committee coordinate the handover for the incoming Executive / General Committee, Sub Committees, Club Members, Coaches and Volunteers

Succession Planning

A key responsibility of the Secretary is to ensure that at the end of their term a new Secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries (from the General Committee) who will be delegated tasks and responsibilities of the Secretary. The Secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The Secretary provides continual monitoring and support

Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.



Representative Director

South Tweed Community Touch Association Incorporated

Position Description

Position Title:	Representative Director
Reports To:	President
Direct Reports:	Coaches and Team Managers

Role Description

A. Primary Purpose of the Role

To coordinate and deliver representative teams in the affiliate. Honorarium amount \$500 and the payment of the honorarium will be paid accordingly.

B. Role Responsibilities

Pre-season

- In November advertise for a Representative Committee to consist of Administration Officer, Uniform Convenor, Gear Stewart, Coaches and Team Managers for the up and coming Representative Season
- All Representative Committee applicants must submit an application form to southtweedtouchfootball@outlook.com these emails will then be forwarded to the Representative Director
- All Coaches must have a minimum Level 1 Coaching Certificate or be prepared to complete this qualification within the current Season
- If more than one person applies for the same position the most qualified applicant will be selected
- Compile a spreadsheet of the Coaches names, phone numbers and email addresses with relevant coaching qualifications, Working with Children Check details and email this to the Friday Night Secretary
- Uniform Convenor to do a stock take and order any extra uniforms if necessary

Arrange Trials

- Ensure availability of coaches, independent selectors, referees (Friday Night Referee Coordinator) and administrative support for trial dates
- Notification of trial dates after approval from the General Committee on the Club's Facebook Page and Website – cannot be conducted before February
- Assist Rep Coaches to conduct talent identification during Friday Night games
- Contact all previous representative players by email two weeks prior to trials
- Prepare Facebook posts, Website notes, emails via Mysideline and flyers for handout at games
- Prepare nomination forms and have these available at the Clubhouse for Friday Night games from the first Friday Night game in December
- Review and update the seasonal information including costs, carnival dates and Code of Conduct
- Uniform Convenor to hold a size fitting and ordering on the day of trials. If a player is not selected in a Team, they will not have to pay for the uniforms

Team Selection

- Ensure all selected players are notified within seven days from the trials
- Notify Friday Night Treasurer as soon as possible of the selected players so acceptance invoices can be issued
- All Coaches must select a Team Manager and this Team Manager will be the point of contact for parents and carers

Team Selection – continued

- Teams must consist of a minimum of ten players and a maximum of fourteen players
- Teams should also consist of two to three shadow players who will train with the Team in the event of anyone leaving the Team
- Coaches must train at the South Tweed Touch Fields once a week at the discretion of the Coach
- Collate Team Manager name, phone numbers and email addresses and email this to the Friday Night Secretary
- Liaise with the Uniform Convenor to ensure uniform orders are fulfilled at the earliest convenience

During the Representative Season

- Liaise with Coaches and Team Managers and remain their point of contact
- Notify the Friday Night Treasurer on withdrawal or removal of players
- At the direction of the Friday Night President and Friday Night Treasurer prepare and issue financial warnings
- Arrange for payments of all invoices
- Inform Coaches of optional carnivals within the Northern Rivers and South East Qld regions
- Monitor the Club's Facebook Page, Website and any emails forwarded to the Representative Director, responding at the earliest convenience
- Facebook posts with carnival information – dates and locations, changes to dates or venues
- Arrange judiciary hearings with the Friday Night President and prepare a written response of the outcome

Tri Series and Invitational Carnivals

- Ensure carnival entries are completed and request Friday Night Treasurer to pay the entry fees from the Rep Bank Account by due dates
- Liaise with the Friday Night Referee Coordinator and provide referee details to the host Club
- Liaise with the host Club for all Tri Series and Invitational Carnivals
- Ensure all players have been registered for the Tri Series
- Liaise the SQBD Touch and Qld Touch and provide all requested information as required
- Liaise with the Club Gear Stewart to ensure tents will be available at carnivals
- Ensure the draw is made available to the Coaches, Managers and Players at the earliest possible time via Text Messages, Facebook Post and Website
- Attend the Managers meeting at all carnivals
- Facebook and Website updates after all of the carnivals

Junior State Cup – Hervey Bay

- Ensure carnival entry is complete and request Friday Night Treasurer to pay the entry fees from the Rep Bank Account by due date
- Liaise with the Friday Night Referee Coordinator and provide referee details to the host Club
- Ensure all players have been registered for the Junior State Cup
- Complete the tent nomination form
- Ensure all Coaching qualifications and Working with Children Check have been verified and provided to Qld Touch when requested
- Individual nomination links to be provided to Coaches
- Ensure all players and Club Officials have been registered by the due date
- Enter all player shirt numbers into the Qld Touch team sheets by the due date

Junior State Cup – Hervey Bay

- Ensure all Coaches/Team Managers are aware of team attendance times to sign off the team sheets and collect the match ball
- Ensure the draw is made available to Coaches/Team Managers at the earliest possible time
- Facebook and Website updates throughout the Tri Series

End of Season

- Arrange medallions to be ordered after liaising with the Coaches and organise Presentation time and location
- Ensure all tents and equipment have been returned

Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Representative Director becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.

Referee Coordinator

South Tweed Community Touch Association Incorporated



Position Description

Position Title: Referee Coordinator

Reports To: President, Vice President, Treasurer, Secretary and Registrar

Role Description

A. Primary Purpose of the Role

The Referee Coordinator is responsible for managing the referees of the South Tweed Community Touch Association Incorporated. Paid position \$150 pw or \$30 per hour if it is a short Season

B. Role Responsibilities

- Contact referees from past Seasons via text message
- List all current referees and Teams they play in
- Contact South Queensland Border Districts Touch Association (SQBD) to organise a Level 1 Referees Course before the Season commences
- Liaise with SQBD to organise a Referees Coach for the Friday Night Season (if the previous Season's Referee Coach is not available)
- Advertise of any courses available via the Club's website and Facebook Page (e.g. Level 1 Referee Course etc)
- Allocate referees weekly and make sure these games do not clash with the referee's game they are playing
- Contact referees via text message and ask for a confirmation response to be sent in writing
- Complete referee sheet allocations and make sure you have two referees per game where possible also make sure the referee that is allocated to the game is capable to ref that age group, the higher the referees badge level determines the age group to suit their qualification
- Organise the score cards – cut them out, check field locations are correct, write referee names on the cards, place on mini clipboards this must be completed by Friday morning
- Ensure any incidents or reports regarding the referees are filled out within the timeframe of the evening
- File copies of all correspondence and retain for the required timeframe
- Contact QLD Touch or other governing bodies if necessary
- Pump up Match Official Balls before 4pm Friday afternoon
- Hand out score cards to Referees on Friday Night from 4pm including the Match Official Ball
- Collect the score cards at the end of each game time
- Enter Referee payments into Xero and liaise with the Treasurer
- Enter scores into Mysideline
- Print out the current rule books for new referees
- Liaise with the Referee Coach
- Liaise with the Referee Mentors
- File Team sheets after each time slot
- Order Match Official Balls when required
- Liaise with the Treasurer regarding refunds for referees who have completed the Level 1 Course and have refed five (5) weeks on field
- Update the password register when required (new account or password change)
- Update your position description and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting

Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times

Essential Skills and Requirements - continued

- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.

Canteen Convenor

South Tweed Community Touch Association Incorporated



Position Description

Position Title: Canteen Convenor

Reports To: Executive Committee

Role Description

A. Primary Purpose of the Role

To manage and run the Canteen at the South Tweed Community Touch Association Incorporated fields during the Friday Night Season and any other carnival/school days on behalf of the Club. Paid position of \$150 pw or \$30 per hour if it is a short Season

B. Role Responsibilities

- Open the canteen for operation by 4pm on a Friday Night
- Order and purchase stock through Coke, PFD, Campbells, Coles and Woolworths
- Stock control – check all use by dates
- Count the float of \$500 at the beginning of the Friday Night with an Executive Member
- Count the canteen takings at the end of the night with an Executive Member – float of \$500 to be returned to the safe AND takings to be sealed in NAB Bank Bag
- Restock all fridges, oil in the fryer, lollies, chips, chocolates and noodles
- Cleaning down the Canteen after closing and mop floors once a week
- Organise volunteers to help in the Canteen
- Adhere to and make sure all food safety handling is done correctly
- All washing up is clean and put away correctly
- Update your position description and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting
- Update the password register when required (new account or password change)
- At the close of business on Grand Final the \$500 float and takings (all monies) are to be counted and given to the Treasurer

Canteen hand over

- On 1 October of each year South Tweed Touch Football take control of the Canteen from South Tweed Junior Rugby League
- Stock canteen with all supplies necessary to run for the Season
- On 31 March of each year, the Canteen will be handed over to South Tweed Junior Rugby League
- All stock must be cleaned out of the Canteen and stored in air tight containers in the Clubhouse for the following Season's use
- Check all use by dates on the stock
- Do an end of year stock take and email this to the Treasurer

Essential Skills and Requirements

- Have a certificate for completion of the Covid Food Safety Course
- Have a certificate for completion of the Food Handling Safety Course
- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings

Essential Skills and Requirements - continued

- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Canteen Convener becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.