



COMMITTEE ROLES

Members of the Executive Committee meet once per term. Other committee members are encouraged to attend, or to provide a written report. Attendance at meetings by any parent of Imperial CC is also encouraged.

HEAD COACH (Executive)

- The official representative and contact person for the club
- Chairs club meetings
- Attends CAWA Council meetings
- Attends club classes every few weeks
- Appoints all coaching and cadet positions
- Liaises with coaches and cadets to ensure all is running smoothly
- Ensures all coaches and cadets maintain their accreditations
- Plans training schedule for each team at the start of the year
- Coordinates Calisthenic Skills Program
- Maintains club policies
- Signatory to bank account

VICE PRESIDENT (Executive)

- Liaise closely with President to ensure the smooth operation of the club
- Attends CAWA Council meetings
- Coordinate trophies and awards to be handed out at yearly Showcase
- Investigates any official complaints in accordance with the Complaints Management Policy
- Signatory to bank account

SECRETARY (Executive)

- Maintains and distributes committee contact list
- Takes minutes of all meetings and provide copies to all committee members and others present within 2 weeks
- Coordinate all correspondence in and out, ensuring relevant parties are kept informed of information
- Prepares club newsletter once a term
- Keeps club website up-to-date
- Sends "Good Luck Hero" faxes to all members and personnel involved with CAWA State Team

TREASURER (Executive)

- All tax payments
- Pays all wages and associated paperwork
- Pays all accounts outstanding
- Issues term accounts to all members and follows up any outstanding accounts
- Maintains a general ledger, bringing bank statements and general ledger to trial balance
- Presents detailed yearly report at AGM
- Presents a budget for the forthcoming year at AGM
- Signatory to bank account

REGISTRAR

- Keeps a record of all members including contact details and years of service
- Provides CAWA with all affiliation information
- Collects competition entry forms from team managers and submits to CAWA

HALL BOOKINGS OFFICER

- Books halls for all teams throughout the year
- Books a stage practice/s for each team at the Swan Park Theatre prior to competitions
- Books Showcase venue
- Book halls on behalf of coaches for any graceful or solo/duo trainings (if required)
- Caretaker of all keys

PUBLICITY OFFICER

- Answer all enquiries and takes details of new people wishing to attend
- Contacts community newspapers with upcoming event and possible stories
- Creates any advertising material (school newsletters inserts, flyer, posters, etc)
- Coordinates distribution of advertising materials (schools, community noticeboards, etc)
- Coordinates any other publicity activities as required

EVENTS COORDINATOR

- Coordinates Family Showcase (e.g. ticketing, program, catering)
- Coordinates Christmas Windup

CAWA KIOSK ROSTER COORDINATOR

- Ensure each family fills one roster per year at the Swan Park Theatre Kiosk – new parents and committee members are exempt
- Confirm volunteer has attended roster
- For any family not completing a roster, pass on information to treasurer so they can be charged a penalty fee

EQUIPMENT COORDINATOR

- Takes responsibility for the sale of all clubs, rods, aesthetic skirts, club t-shirts and badges
- Measures, orders and distributes equipment to new and old members – most done at yearly equipment day but attendance a class during term 1 may be required
- Coordinates the sale of all second-hand items
- Provides any new members that join throughout the year with equipment
- Ensures coaches have a small selection of extra equipment that can be “loaned out” at class
- Provides Treasurer with a detailed list of who has purchased what so that a bill may be raised
- Collects first aid kits at the end of the year and ensure they are fully stocked
- Collects and cleans club aesthetic skirts at the end of the year

CAWA COMPETITIONS COMMITTEE REPRESENTATIVE X 2

- Attends CAWA Competitions Committee meeting on behalf of Imperial CC
- Fills a roster at each CAWA competition or organises a replacement

BACKSTAGE COORDINATOR X 2

- Attends CAWA Theatre Management Meetings on behalf of Imperial CC
- Fills a backstage roster at each CAWA competition or organises a replacement

HEAD WARDROBE COORDINATOR

- Keeps inventory of all club costumes
- Liaises with the team wardrobe coordinators to ensure all teams have costumes
- Distributes costumes to team wardrobe coordinators at the start of the year and collects them at the end ready for storage
- Organises the construction of any new leotards or headgears, working within an allocated budget
- Ensure all stocks of make up, hair spray, gel and pins etc are up-to-date for competitions and distributes as necessary

Each team requires the following positions...

TEAM MANAGER

- Ensures the Registrar has an up-to-date contact list of all members within the team
- Submits completed affiliation forms to the Registrar
- Collect all fees, issue receipts, bank monies and passes information to Treasurer within 2 weeks
- Distributes all accounts received from Treasurer
- Keeps weekly register of class attendance, coaches hours and hall use
- Coordinates weekly parent roster
- At the end of each month informs the Treasurer of the hours worked by each coach and cadet
- If hall use differs from that arranged by the Halls Booking Officer inform them immediately
- Organises and distribute all class notes. If someone is away that week please post it to them
- Completes competition entry forms and submit to Registrar
- Addresses the queries or concerns of any parent or team members as they arise, or direct them to the coach or relevant committee member for assistance

TEAM WARDROBE COORDINATOR

- Coordinates with the coach all costumes required for competition/concerts
- Coordinates with the Club Costume Designer if a new costume is required
- Ensure all team members are fitted with costumes and head pieces allocated by coaches
- Make any hand sewing repairs that may be needed or coordinates such repairs
- Takes all costumes to the performance venue on the day (you may decide to hand one set out to each family for them to take responsibility for)
- Collect all costumes as the end of the performance (or end of year) and arranges for them to be handwashed prior to storage