

Position Description – Section Co-Ordinator

Required

- ◆ Working with Children Check or VIT Card

Desirable Attributes:

- ◆ Have good communication skills both verbal and written
- ◆ Good organisational skills
- ◆ Be able to keep confidential matters confidential
- ◆ Financial expertise
- ◆ Ability to maintain accurate records
- ◆ Dedicated club person
- ◆ Honest/trustworthy
- ◆ Computer skills

Specific duties include but are not limited to:

- ◆ Liaison between the coach & parents.
- ◆ Weekly emails sent & posted on group facebook page.
- ◆ Ensure Pupils list is maintained and always up to date.
- ◆ Handout Club Handbook & Terms & Conditions to each pupil.
- ◆ Ensure all pupils register via this link as a new member or current pupils - renew membership. <https://www.revolutionise.com.au/elthamcc>
- ◆ Advise Secretary of changes to pupil numbers – increase or decrease.
- ◆ Collect fees, or any other money.
- ◆ Issues receipts for money received.
- ◆ Maintain a record of payments.
- ◆ Organize sale of second-hand uniforms
- ◆ Organize a roster for Competitions
- ◆ Maintain an attendance register
- ◆ Ensure everyone is aware of any allergies within the group
- ◆ Organize Ballarat – accommodation, meals, practice rooms etc
- ◆ Work closely with Costume Co-Ordinator

Tenure

- ◆ Co-Ordinator roles is for one year.
- ◆ An email will be forwarded to you in November seeking your interest in redoing the position again the following year. You will need to advise the Committee via email of your decision either way.
- ◆ The Committee will review your application
- ◆ If the position is vacant an email will be forwarded to those in your section, asking for expressions of interest to forward to the Secretary.