

BE ON THE

# NOMADS COMMITTEE

## COMMITTEE ROLES

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These positions are expected to make the majority of committee meetings of which there are generally 8-10 each year. If you see a role and you want to know more have a chat with the current committee .

- CHAIRMAN** As Chairman this is the highest role in the club and as such takes a more overall view of the club, thinking about what direction we should be heading in and steering decisions made throughout the club to achieve these goals. They should be delegating the majority of their work leaving themselves free to have a more overall view offering advice and support when required, this person has the casting vote on club decisions. The Chairman or Vice Chairman will also represent the club at EKA and LKA AGMs or other such forums.
- VICE CHAIRMAN** Working in partnership with the Chairman this person looks to help implement club decisions, they are more involved in the detail and can step in for the Chairman as and when required. They are helping to make decisions and can represent the club when the Chairman isn't available. The Chairman or Vice Chairman will also represent the club at EKA and LKA AGMs or other such forums.
- TREASURER** The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to make quick payments when necessary. The Treasurer must also be aware of any EKA/LKA deadlines regarding payment of affiliation fees in order to help the club avoid late payment fines (or to take advantage of early bird payment options if applicable).
- SECRETARY** This person is a main point of contact for the rest of the club, in charge of general correspondence from outside the club and handling the emails, files and minutes. They are in charge of ensure the club contact list is up to date with all members details, producing and circulating minutes promptly after each meeting. If general information needs to be circulated to the club distribution list this person will be in charge of sending it.
- SENIOR DEVELOPMENT** This person is in charge of recruitment and development for the adult teams in the club, they are in charge of any recruitment drives, events and training sessions. They should take responsibility in providing information for flyers and leaflets and have a say in the design. This person should be on the lookout for opportunities to bring new members to the club and who we are looking to target (both experienced and beginner). Any new players or queries about joining should be directed to this person.

## **YOUTH CO-ORDINATOR**

This person is the main point of contact for all parent/junior queries: they handle youth development (links with schools), youth coaches/volunteers, youth finance, junior fixtures, circulating information with parents/juniors as required. They will work with Junior Officers to run the youth section of the club and report back to the committee.

## **FIXTURES SECRETARY**

This person is in charge of ensuring clubs fixtures and training sessions have a hall booked and for home games a referee, shot-clock operator and score-board operator allocated to the match. Liaises with parallel position at EKA/LKA. Works with club officers for squad, 3/4/5 and various coaches to ensure all hall time and referees are co-ordinated as they require.

## **SOCIAL SECRETARY**

There could be two people allocated to this role, they are in charge of organising social events for all members of the club, they should encourage others in the club to suggest/help organise events within the club and between them make the main decisions/bookings on venues and timings (checking for clashes with other club/LKA/EKA plans). In some cases they will have to organise social aspects tying into other club events. They are free to implement any/all social ideas but this must include the club Christmas event and an awards event. They are responsible for ensuring social events cover their costs, and ideally a couple of events a year would include a fundraising element. Only one need attend meetings.

## **COMMS CO-ORDINATOR**

These roles must be informed of anything which is being put into the public eye. Where possible content will be passed through them to upload to various medias. They work together to ensure all of the website, twitter feed, Flickr page and Facebook pages are active with up to date information about events, match reports and tournaments. They will also work closely with the entire committee requesting information and producing short summaries as required. They should look to get other members of the club involved where possible, writing match reports, asking for photos and getting updates. Only one need attend meetings.

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## **OFFICER ROLES**

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These roles are not required to attend meetings but should pass on information to a committee member and help out the committee. There are lots of these roles in the club and it is a good way to get involved if you're not sure any of the above are for you. If you spot one you're keen on get in touch to find out more.

### **EQUIPMENT OFFICER**

### **KIT + SPONSORSHIP**

### **TOUR + TOURNAMENTS SECRETARY**

### **NOMADS TOURNAMENT SECRETARY**

### **JUNIOR OFFICERS**

### **MEDIA OFFICERS**

### **SQUAD MANAGER**

### **3/4/5 TEAM MANAGER**