



NORTH CAIRNS AUSTRALIAN FOOTBALL & SPORTING CLUB LTD

A foundation club based on the values of connecting, community and care

ABN 29 010 327 741

North Cairns Tigers currently has over 320 members and is developing a reputation among rivals as an expanding club with high standards. With the assistance of CLUBMAP, we are building a sustainable committee structure where skills and expertise in different areas are appropriately recognised and the work is shared.

The goal of the North Cairns Tigers management committee is to facilitate the club to operate successfully as an independent business that supports the growth, development and sustainability of the football and netball departments.

Below is a brief outline of the responsibilities of the management committee. For more in depth descriptions please see the Individual role descriptions.

If you require any additional information please feel free to contact the club on 4053 4019, or email admin@northcairnstigers.com.au.

Obligations and Responsibilities of Management Committee Members

GENERAL

Skill / Attribute / Responsibility	President	Vice President	Secretary	Treasurer	Revenue Manager	Committee Member
Ability to attend monthly Committee Meetings <i>Meetings held once a month on a weekday evening. Must be able to attend at least 9 meetings a year.</i>	√	√	√	√	√	√
Chair monthly Committee Meetings	√	√				
Keep Committee Meeting Minutes		√	√			
Coordinating monthly Committee Meetings <i>Including collating agenda items, calling meeting and preparing minutes of meetings</i>		√	√			
Be able to devote the necessary time to deal with Committee issues, projects and events <i>Note that these times are estimates and may vary depending upon the time of year and any extraordinary activities being undertaken at any given time.</i>	4-10 hrs p/w	4-10 hrs p/w	4-10 hrs p/w	4-10 hrs p/w	4-10 hrs p/w	2-6 hrs p/w

GENERAL Cont

Skill / Attribute / Responsibility	President	Vice President	Secretary	Treasurer	Revenue Manager	Committee Member
Assist other Committee Members to fulfill their responsibilities as and when required <i>The Committee's aim is to always support other members and contribute where their skills and time is best suited.</i>	√	√	√	√	√	√
Be proficient with the use of and respond to emails <i>There are many issues that are dealt with via electronic correspondence such as email – you would be expected to have ready access to emails and be in a position to respond within 24-48 hours.</i>	√	√	√	√	√	√
Assist other Committee Members to fulfill their responsibilities as and when required <i>The Committee's aim is to always support other members and contribute where their skills and time is best suited.</i>	√	√	√	√	√	√
Deal with complaints from members and the general public	√	√				
Prepare all necessary documentation in relation to Annual General Meeting	√	√	√			
Chair the Annual General Meeting and Extraordinary Meetings	√	√				

POLICY AND PROCEDURE

Skill / Attribute / Responsibility	President	Vice President	Secretary	Treasurer	Revenue Manager	Committee Member
Ensure that Committee members fulfill NCT's aims and objectives	√	√	√	√	√	√
Have a good understanding and ensure compliance with NCT constitution, previous minutes and relevant policies and procedures	√	√	√	√	√	√
Review and Revise NCT policies, procedures, and guideline	√	√	√	√	√	√
Where possible ensure compliance by all members of NCT code of conduct	√	√	√	√	√	√
Be aware of and comply with NCT's Privacy and Confidentiality policy	√	√	√	√	√	√
Develop and review job descriptions for Committee Members, employees and key volunteers.	√	√	√	√	√	√

FINANCIAL & COMPLIANCE

Skill / Attribute / Responsibility	President	Vice President	Secretary	Treasurer	Revenue Manager	Committee Member
Prepare and monitor funding applications for grants and other sponsorship opportunities	√	√			√	
Ensure revenue opportunities are utilised, ATO compliant documentation maintained and revenue arrears are followed up	√	√			√	
Oversee maintenance of all financial records <i>Currently utilising Zero with a contracted bookkeeper</i>	√			√		
Assess and authorise financial payments <i>Core Committee members are required to be bank account signatories.</i>	√	√	√	√		
Ensure ATO compliance is adhered to <i>Including ensuring GST/BAS is lodged and superannuation guarantee payments are complied with where relevant. The club currently uses a BAS Agent</i>	√			√		
Liaise with auditor in relation to preparation of annual financial reports	√			√		
Ensure compliance with regulatory requirements <i>Lodgement of Annual Return of Assoc with Office of Fair Trading</i>	√		√			