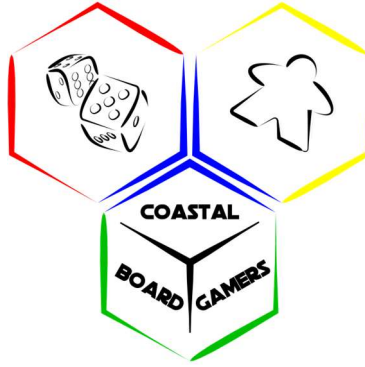




COMMITTEE ROLES

Coastal Board Gamers Inc.



COASTAL BOARD GAMERS

Role Description – **President - Executive Role**

The role of the President is to provide the principal leadership and responsibility for the organisation and the Committee.

Desirable Attributes:

The President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of CBG
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for CBG in representing the Committee in other forums (e.g. league delegate meetings)
- be a competent public speaker

Specific duties include but are not limited to:

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Development of the agenda in consultation with the Vice President and distribution prior to the meeting
- Act as a signatory for CBG in all legal purposes and financial purposes
- Regularly focus the Committee's attention on matters of CBG governance that relate to its own structure, roles and relationships
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Serve as a spokesperson for CBG when required
- Communicate regularly and systematically with the Presidents of other statewide associated clubs
- Assist in the development of partnerships with grants, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of CBG

Work with the Committee to ensure:

- The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
- Goals and relevant strategic and business plans are developed to achieve the goals of CBG

Accountability:

- The President will be accountable to the Vice President and Committee



COASTAL BOARD GAMERS

Role Description – Vice President - Executive Role

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

Desirable Attributes:

The Vice President should:

- be well informed of all CBG activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the President where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of CBG
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for CBG
- be a competent public speaker
- be able to raise concerns with the President where they arise

Specific duties include but are not limited to:

- In the event of the President being unable to fulfill his/her duties to step into that role
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
- Be an alternate signatory for CBG for legal purposes and financial purposes
- Assist the President in the development of the agenda
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- Coordinate CBG planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Represent CBG at meetings and forums as agreed with by the President
- Other duties as nominated by the President and / or Committee
- Maintain all membership records and sign-up new members
- Maintain contact with members who haven't attended 2 consecutive events
- Act as a direct link from the membership to the CBG Committee

Accountability:

- The Vice President will be accountable to the President and Committee
- The Vice President is required to provide a written report at all committee meetings including a summary of memberships and attendance



COASTAL BOARD GAMERS

Role Description – **Secretary - Executive Role**

The role of the Secretary is to maintain the records of CBG. This includes an accurate recording of the committee meeting minutes, providing all required printed documents at CBG Event, and ensure all documents are available when required or requested.

Desirable Attributes:

The Secretary should:

- be organised
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

Needed:

- Computer
- Printer
- Word Processor

Stipend: \$100 Annually

Specific duties include but are not limited to:

- Provide and maintain the membership forms, sign in sheets and name stickers
- Maintain records of the Committee and ensure effective management of CBG's records
- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days
- Is sufficiently familiar with all current CBG documents to note applicability during meetings
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Ensure that the records of CBG are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- The Secretary ensures that official records are maintained of members of CBG and Committee. He/she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Committee and CBG meetings as specified in the bylaws
- Manage the general correspondence of the Committee except for such correspondence assigned to others
- Help and lead the Committee in providing systematic communication from the Committee to CBG members

Accountability:

- The Secretary will be accountable to the President and Committee



COASTAL BOARD GAMERS

Role Description – Treasurer - Executive Role

The role of the Treasurer is to be responsible for the financial supervision of CBG, to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on CBG's financial status to both the Committee and CBG members.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated CBG Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

Needed:

- Receipt Books
- Cash Box
- Bank deposit book
- Receipt details slips
- Computer
- GNUcash
- Calculator

Specific duties include but are not limited to:

- Provide advice to the Committee in their management of CBG finances
- Administer all financial affairs of CBG
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Financial reports – present at committee meetings
- Arrange and dispatch invoices for periodical payment
- Keep accurate record of all membership payments
- Be a signatory on CBG account

Accountability:

- The Treasurer will be accountable to the President and Committee
- The Treasurer is required to provide a written report at all committee meetings including advice and suggestions of the usage of CBG funds



COASTAL BOARD GAMERS

Role Description – **Public Officer - Executive Role**

The Public Officer is appointed by the Committee and is not elected by the members of an incorporated association. Public Officer is the point of contact between the incorporated organisation and the Government.

Desirable Attributes:

- be organised
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

Specific duties include but are not limited to:

- Notify the Registrar of appointment as Public Officer or a change of the Public Officer's address within 14 days of the change by lodging a Change of Association Details form. No fee is required
- Notify the Registrar of a change of the association's registered address within 14 days of the change by lodging a Change of Association Details form. No fee is required.
- Within 1 month after the annual general meeting, lodge with the Registrar an Annual Statement by Public Officer and other required financial documents with the prescribed fee.
- Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement
- Within 14 days of the association becoming trustee of a trust, lodge with the Registrar the particulars of the trust and a copy of any relevant documents. No fee is required.
- Apply to the Registrar for approval to alter the statement of purposes or rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.
- Apply to the Registrar for approval of a change of name within 1 month after passing a special resolution to change the association's name. An Application for Change of Association Name must be lodged with the prescribed fee.
- Notify the Registrar of special resolution relation to the winding up and distribution of the assets of the association within 28 days of passing the resolution. A Notice of Special Resolution for Distribution of Assets on Voluntary Winding Up must be lodged with the prescribed fee.

Accountability:

- The Public Officer will be accountable to the President and Committee



COASTAL BOARD GAMERS

Role Description – **Marketing Officer**

The role of the Marketing Officer is to coordinate all CBG's marketing and outreach activities. This includes all CBG social media interactions and the organisational development of any graphical designs. They are to oversee all print and digital media and will have full discretion on any released product.

Desirable Attributes:

The Marketing Officer should:

- write well and have basic knowledge of social media and website development
- have computer skills
- have good time management and scheduling skills
- be a good communicator and be able to develop positive relationships with media contacts
- be able to liaise with the committee regarding marketing opportunities

Specific duties include but are not limited to (examples):

- Maintain a marketing calendar
- Contacting media organisations and developing and maintaining media relationships
- Coordinating articles for CBG Discord, website and social media
- Organising any graphical development required through inhouse resources
- Ensuring that Event Wrap Ups are provided on time and are accurate
- Liaising with the committee about media opportunities
- Summary of meetings to DISCORD, general membership
- Manage Social Media accounts
- Maintain official media email

Accountability:

- The Marketing Officer will be accountable to the President and the Committee
- The Marketing Officer is required to provide a written report at all committee meetings



COASTAL BOARD GAMERS

Role Description – Events Officer

The role of the Events Officer is to make new and potential members, volunteers, and their networks feel welcome at CBG and to support them to learn the ropes and settle in. This will be achieved through induction, introductions, and provision of CBG related information.

The Events Officer will also support all members to feel comfortable to attend social functions by issuing verbal invitations and active encouragement to attend. Events Officer will be called upon to play the “meet and greet” role at CBG functions and events to help make people feel comfortable and connected to others.

Desirable Attributes:

The Events Officer should:

- be approachable and friendly in interactions with others
- be a person who can develop good relationships with members
- enjoy CBG themselves and be enthusiastic about CBG and its activities
- be very accepting of all people and keen to develop a diverse volunteer base
- be around CBG often so that people connect with the role
- attend social functions, CBG activities to undertake the “meet and greet” role
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for CBG be a competent public speaker

Specific duties include but are not limited to:

- Write and manage the Host Roster
- Seek individuals who can volunteer for Hosting and other duties
- Relay any issues or problems to the Committee as they arise
- Coordinate Campaign Corner Bookings
- Ensure Campaign Corner Officers are available to open the venue
- Maintain a list of volunteers and draw from that list when requested by subcommittees for special events

Accountability:

- The Events Officer will be accountable to the Vice President and the Committee
- The Events Officer will liaise between the volunteers



COASTAL BOARD GAMERS

Role Description – Venue Liaison

The role of the Venue Liaison is to keep a priority list of issues and to communicate to the venue to discuss this as needed. The role is to act as a representative of Coastal Board Gamers Committee when interacting with the venue provider.

Desirable Attributes:

- Can prioritise issues
- Good communication skills
- Sufficient computer skills (or access to) to develop and maintain a spread sheet of issues needed to be raised with the venue

Specific duties include but are not limited to:

- Develop and maintain relationships with the venue provider
- Book the venue for future and ongoing events
- To alert the Committee of any major booking clashes and aid in the management of unforeseen double bookings
- Storage of all signs, electronics and other CBG equipment
- Ensure all electronics requiring charge are ready for each event
-

Accountability:

- The Venue Liaison will liaise closely with and will be accountable to the Committee
- The Venue Liaison will be required to communicate directly with the Venue and be the sole liaison with them



COASTAL BOARD GAMERS

Role Description – **Safety Officer**

The Safety Officer coordinates the first aid personnel and equipment at CBG and maintains health and safety documentation.

Desirable Attributes:

The Safety Officer should be:

- Someone who is around CBG during Events
- Organised with computer skills
- A regular email user
- Familiar with CBG's emergency plans including evacuation
- Familiar with all relevant rules and policies

Specific duties include but are not limited to:

- Maintain records of First Aid certificates
- Coordinate emergency personal
- Maintain emergency plans including evacuation
- Maintain emergency procedures
- Work with assigned First Aiders and Fire Wardens
- Maintain parking plans
- Maintain the Covid19 plan
- Storage of the Covid19 Box and supplies

Accountability:

- The Safety Officer will liaise closely with and will be accountable to the Committee in all matter of Health and Safety of CBG Events
- The Safety Officer is required to provide a written report at all committee meetings covering any incidents and Covid19 Updates



COASTAL BOARD GAMERS

Role Description – **Webmaster**

The Webmaster maintains and coordinates all works on the website <https://www.coastalboardgamers.org.au> on behalf of CBG.

Desirable Attributes:

The Webmaster should be:

- Someone who is around CBG during Events
- Organised with computer skills
- A regular email user
- Familiar with CBG's social media and website
- Familiar with all relevant rules and policies

Specific duties include but are not limited to:

- Maintaining all website and domain accounts and assets
- Publishing of all website content
- Maintaining all website documentation and procedures
- Maintaining all website accounts and access
- Approving all WordPress plugins
- Keeping the SEO updated and effective

Accountability:

- The Webmaster will be accountable to the Marketing Officer and Committee



COASTAL BOARD GAMERS

Role Description – **Canteen Officer**

The Canteen officer maintains and stores stock for the CBG canteen.

Desirable Attributes:

The Canteen Officer should be:

- Someone who is around CBG during all and for the full length of events
- Organised and responsible
- Effective record keeping

Specific duties include but are not limited to:

- Maintain canteen stock levels
- Find best price and purchase stock as required
- Provide all records of stock purchases to the Treasurer
- Store canteen stock and transport to all CBG Events

Accountability:

- The Canteen Officer will be accountable to the Treasurer and Committee



COASTAL BOARD GAMERS

Role Description – **Discord Server Manager**

The Discord Server Manager maintains CBG Discord Servers.

Desirable Attributes:

The Discord Server Manager should be:

- Someone who is around CBG during Events
- Organised with computer skills
- A regular email user
- Be familiar with Discord functions and bots
- Familiar with all relevant rules and policies

Specific duties include but are not limited to:

- Hold the Discord Owner role
- Maintaining all Discord servers
- Creating and maintaining all Discord Channels
- Creating and maintaining all Discord Roles
- Setting permissions for all channels
- Maintaining all Discord Server documentation and procedures

Accountability:

- The Discord Server Manager will be accountable to the Marketing Officer and Committee