

MANAGEMENT COMMITTEE APPLICATION FORM



All Stars Baseball Club

GENERAL/FACILITIES COMMITTEE MEMBER

POSITION OVERVIEW:

TIMEFRAME FOR POSITION

TWO YEAR TERM (with the opportunity to reapply for a second two year term)

NOTE: Committee members **cannot hold office for more than 4 years** and **must retire** from the committee **for a mandatory period of one year.**

RECOGNITION & REWARD OFFERED FOR THIS POSITION

1. Will attract a Band of Level 1- \$400

SKILLS

1. **TEAM PLAYERS:** Ability to function as a key player in a management team and take on responsibility when required
2. **ADMINISTRATION:** Ability to interpret financial statements and skills to oversee administration and club management needs

OBJECT OF THE GENERAL COMMITTEE MEMBER: IS TO ACHIEVE THE FOLLOWING

- Implement the tasks and actions of the committee
- Monitor the performance and legal obligations of the club and the executive committee
- Be aware and vigilant in determining actions and program delivery, ensuring that they are within the financial capacity of the club.
- Assist with the development and delivery of all communication procedures.

KEY OBJECTIVE

Keep the team focused and working together for the success of the club

TYPICAL DUTIES - GENERAL COMMITTEE MEMBER

- Attend and actively participate in Committee Meetings.
- Be a supportive members of committee
- Be well informed of all club activities.
- Be aware of the future directions and plans of members.
- Ensure that planning and budgeting are carried out
- Understand the constitution, rules and the duties of all committee members
- Pay attention

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INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS

- Implement the duties shared by all committee members:
- Ensure the responsibilities of Associations and committee members under the Associations Incorporation Act are discharged:
 - to ensure that the Association maintains a registered office where a document can be served personally (thus it cannot be a post office box) (section 17);
 - to ensure that the Association complies with its rules about calling and holding general meetings of members (section 57);
 - to ensure financial statements are prepared within 6 months of the close of the financial year or more frequently if the rules of the Association so provide (section 59);
 - to ensure the financial statements are audited by a qualified or approved auditor (section 59);
 - to comply with directions of the Department regarding publication of the annual financial statements (section 59);
 - not to leave the position of Secretary vacant for more than one month (section 65);
 - to ensure that the Secretary resides in Queensland or no more than 65 kilometres from its border (section 66);
 - to ensure that the department is notified of any change in Secretary within one month (section 68);
 - to ensure that the Association holds public liability insurance (section 70);
 - to ensure compliance with the additional accounting requirements under regulation 12 and schedule 5; and
 - To take all reasonable steps to ensure the incorporated Association complies with the Regulation (regulation 15).
- Prepare for committee meetings and appropriately participating in meetings.
- Undertake any assignments given by the management committee to them on an individual or group basis.
- Maintain current knowledge about the work of the Association.
- Maintain current knowledge about the environment in which the Association works and key issues.
- Attend Association functions.

DUTIES –

- Liaise with and support Canteen Convenor re menu, purchasing stock and implementing Canteen Procedural Manual
- Liaise with and support uniform co-ordinator re ordering and sale of uniforms

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Date application completed and sent

THE POSITION	GENERAL/FACILITIES COMMITTEE MEMBER
APPLICANT'S NAME	

APPLICANT'S LEGAL OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'. Therefore

1) If you have been

(a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are a undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition

(b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

Your application cannot be legally accepted by the Association

If you have not have been convicted then you may continue completing this application

PROCESS

ELECTRONIC APPLICATIONS ONLY:- (hand written applications will NOT be accepted)

Applications close :-

Form to be completed:- Electronically and forwarded to secretary@allstarsbaseball.com.au

Applicant's Name _____

Applicant's Contact Details **Ph:** _____ **Mb:** _____

Email: _____

APPLICANT'S SUPPORT

MOVED	Name	email
SECONDED	Name	email

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THE POSITION	GENERAL/FACILITIES COMMITTEE MEMBER
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APPLICANT'S NAME	
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MOTIVATIONS

What currently motivates you to apply for this position?

Your task is to provide members with samples of your **SKILLS AND ABILITY TO FILL THE POSITION** samples can be from either a paid or other voluntary work or experiences.

SKILLS YOU BRING TO THE CLUB