

ELLENBROOK RUGBY UNION CLUB



INCORPORATED NOMINATION FORM

ELECTION OF OFFICERS

(RULE 8)

Nominations are hereby called from financial participating members of

ELLENBROOK RUGBY UNION CLUB INCORPORATED

For a position on the Committee for 2023

All positions are VACANT:

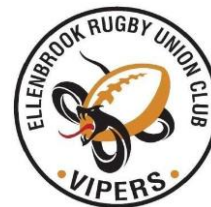
| | | | |
|------------------|--|------------|--|
| Name of Nominee: | | | |
| Address: | | | |
| Post Code: | | Mobile: | |
| Email: | | Telephone: | |

NOMINATING FOR THE POSITION OF:

| | |
|---|--|
| Chairman/President: | |
| Vice Chairman(s)/President(s): | |
| Secretary: | |
| Director of Rugby Coaching/Coordinator: | |
| Treasurer: | |
| Registrar: | |
| Social Media/Promotions/Marketing: | |
| Grounds Manager: | |
| Gear Manager: | |
| Grants Manager: | |
| Kiosk Manager: | |
| Fundraising Promotions Coordinator: | |
| General Committee Member: | |

ELLENBROOK RUGBY UNION CLUB

INCORPORATED



Office Position Definitions (Basic Information Only)

CHAIRMAN/PRESIDENT

The chairperson (also chair, chairman, or chairwoman) is the presiding officer of the Club. The person holding the office, who is typically elected or appointed by members of the group, presides over meetings of the group, and conducts the group's business in an orderly fashion.

VICE CHAIRPERSON

A vice president of operations is an experienced and educated leader who helps make important decisions, which ensures the Clubs operational procedures are run efficiently. They directly assist the chairperson and offer assistance and guidance to the committee members working directly alongside them.

SECRETARY

The secretary is in charge of all correspondence and documentation that the club receives and puts out. They are responsible for keeping an up to date and maintained set of records for the club and assists both the chairperson and vice chairperson where needed to ensure efficient running of the club.

DIRECTOR OF RUGBY COACHING/COORDINATOR

(Should no one be deemed fit to occupy this position, it falls under the Chairman/President jurisdiction)

Our coaches, coach. This is an important role within our committee as our director of rugby/coordinator ensures our coaches are up to date with all the latest skills development and practises available. Assisting across all age groups to ensure our coaches are supported and have the guidance/assistance as needed to help them perform their best.

The treasurer is responsible for keeping an accurate set of financial records (monthly) for the club. Receiving of club fees and making payments approved by the committee when required.

REGISTRAR

The registrar is responsible for the accurate register of club members, including the distribution of Emergency Contact Records and players lists to all Team Managers providing the completion and competency pass of the Team Managers Modules.

SOCIAL MEDIA/PROMOTIONS/MARKETING

This role of our social media person is one that requires fresh ideas and persistence to ensure that our promotion and marketing of the club always remains exciting and inviting to not only current but potential new members.

Experience in social media platforms and scheduling is required.

GROUNDS MANAGER

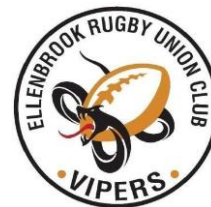
The Ground Manager is responsible for the upkeep of all fields hired or owned, marking of the playing pitches, and the distribution of volunteering during set-up and demobilisation of Home Carnivals, Training, or any other use deemed necessary by the Management Committee.

GEAR MANAGER

Our gear manager is in charge of all of our gear/equipment used by the club. The gear manager ensures that the equipment is always in a safe and usable working order as well as being responsible to advise when equipment needs replacing, maintaining, or updating.

ELLENBROOK RUGBY UNION CLUB

INCORPORATED



GRANTS MANAGER

Our Grants Manager runs all grant applications, enters promotions, enters promotions via other pathways and oversees the Fundraising/Promotions Coordinator.

Should there be no Fundraiser/Promotions Coordinator, that position falls under the Grants Manager.

KIOSK MANAGER

This member's sole responsibility is to manage Ellenbrook Rugby Union Club's Kiosk. Duties include, but not limited to, organisation and distribution of food items, restocking of products, cleaning, money handling, etc, and organisation of all volunteers at fundraising, special club requirements and carnival events. (Money collected shall be returned to the Treasurer at the end of each event)

FUNDRAISING/PROMOTIONS COORDINATOR

This member is solely responsible, but not limited to, the promotion of the Ellenbrook Rugby Union Club Incorporated and organising all fundraising and public events, shopping centre promotions and raffle organising.

GENERAL COMMITTEE MEMBER

As a general committee member, you are responsible for casting votes with anything that affects the working of the club. General committee members also assist throughout the season where required, if availability allows them to do so with events, gatherings, or general assistance in the smooth running of the club.

These members also assist with the Fundraising and Grants Manager in seeking donations, grants and sponsorships for the club. Also assisting in the organising of promotional and fundraising events for the club.

It is a condition in applying for a position as Officers of the Club that you must have or be willing to obtain a Working with Children's Check within 14 days of submitting your nomination application. This is part of the Code and Rules as set out by Rugby Australia.

All documentation submitted to secretaryeruc@gmail.com.

I agree to the nominated position of:

(Providing my nomination was seconded by a member of the ERUC Committee and accepted)

Name: _____

Signature: _____

Date: _____

In agreeing to the nomination, I am bound by the conditions of the membership and THE RULES OF ELLENBROOK RUGBY UNION CLUB INCORPORATED

- a) No person shall be qualified to be an officer of the club who is not a participating member of the Club.
- b) Nominations for appointment must be delivered to the secretary by email: secretaryeruc@gmail.com.