

Nottingham Rockets VC

Committee Structure 2011-2012 Season

Elected Members of the Executive Committee:

Nottingham Rockets has four elected members of its 'Executive Committee' who are voted-in at each AGM. They serve for one season, but can re-stand at the end of each term.

They are:

- **Chairperson**
- **Club Secretary**
- **Treasurer**
- **Club Coach**

Appointed Members of the Executive Committee:

The Executive Officers (above) then appoint a number of Non-executive Officers to assist with the administration of the Club.

They also serve for one season, but can be reappointed at the end of that term if they wish to be.

It is suggested that the roles required for next season are:

- **Men's 1 Secretary**
- **Women's 1 Secretary**
- **Men's 2 Secretary**
- **Women's 2 Secretary**
- **Men's 3 Secretary**
- **Junior Secretary**
- **Welfare Officer**
- **Volunteer Officials Secretary**

Please note that all committee members have one equal vote in all matters pertaining to the running of the Club, except for the Chairperson – who in the case of a tied-vote can cast a second and deciding vote (only after calling for a re-vote).

Non-Committee Representatives & Team Captains:

The Committee as a whole is further assisted by a number of non-voting representatives and team captains. These cannot vote on committee matters and do not have to attend committee meetings.

It is suggested that the roles required for next season are:

- **Stash Representative**
- **Events Representative**
- **Team Captains (5)**

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Committee Role Descriptions

Below are outlines of the responsibilities of each position:

Executive Officers:

- **Chairperson** - To call and chair committee meetings and the AGM. To publish agendas for said meetings in advance. To ensure that minutes are taken, and published, for said meetings. To hold a copy of the Club's constitution and associated role descriptors etc.
- **Club Secretary** - To be the main point of contact for the Club. To hold and update the squad-lists of the Club with squad numbers and contact details of all senior members of the Club, and distribute this to all committee members and representatives. To make all court bookings for matches and training for the whole Club. To manage the Club's stock of score-pads and rotation slips, to order more when required, and to distribute these to the Team Secs upon request. To oversee the work of the Team Secretaries and liaise with them when appropriate. To hold and distribute the minutes of all committee meetings to the committee members and representatives - and to any other member upon request.
- **Treasurer** - To be responsible for the treasury and finances of the Club. To receive and pay club invoices. To manage the Club's bank account. To publish a balance-sheet at the AGM. To regularly update the committee on the financial position of the Club. To ensure that as many members as possible have standing orders set-up to the Club's account. To liaise with the Club Sec, Team Sec, Stash Rep, and Events Rep in matters of invoice payment and collection of monies from members.
- **Club Coach** - To ensure that all sessions are coached in-line with Rockets' policy on coaching. To ensure that adequate coaches are in place for the ladies', men's, and junior squads. To ensure that all of the Club's Coaches hold relevant qualifications and keep up to date in their practices. To encourage members to experience coaching opportunities and become qualified coaches themselves.

Non-executive Officers:

- **Men's 1 Secretary** - To organise their team's home matches and give the dates/times of the required court bookings to the Club Sec' as soon as they become known. To communicate with the opposing team, regarding each fixture. To find the required referees for each home-fixture. To inform their team of upcoming fixtures, by updating the website regularly and by any other means deemed necessary (e.g, the use of teamer.net). To ensure that sufficient score-sheets and rotation slips are available for home matches. To process the home-match results and score-sheets to the relevant body (by mobile, email, post - as indicated by the body). To update the website with the result and MVP of each match within 48 hours. To inform the Volunteer Officials Rep of any non-attending club-officials.
- **Women's 1 Secretary** - as above.

- **Men's 2 Secretary** - as above.
- **Women's 2 Secretary** - as above.
- **Men's 3 Secretary** - as above.
- **Junior Secretary** - To keep a list of junior contacts. To ensure that junior players are eligible to play for Rockets teams. To oversee payment of subs. To complete applications for Junior Competitions.
- **Welfare Officer** - To fulfil the required Welfare Officer duties as stipulated by the Club Handbook.
- **Volunteer Officials Secretary** - To organise, run, and update the Club's volunteer rota. To update it on the website when required. To ensure that there are at least: one scorer for EMVA, and one scorer plus two line for NVL, assigned to each match. To report any non-attendance to the relevant team secretary. To ensure that players are 'trained' to complete a score-sheet correctly. Note - it is not the representative's responsibility to find referees.

Non-Committee Representatives & Team Captains:

- **Stash Representative** - To oversee the kit and merchandise of the Club. To take regular orders of hoodies and joggers and place them with our supplier. To collect the money for said orders (referring any issues to the Treasurer). To organise the order of one batch of training tee-shirts per season. To actively sell merchandise to club members. To keep a copy of the squad-numbers of the men's and ladies' squads (through liaising with the Club Sec') and assign numbers to new members as appropriate.
- **Events Representative** - To organise the Christmas-meal. To organise an end of season event. To organise one summer tournament (Bridlington). To actively encourage members to attend the aforementioned and collect the money for each (referring any issues to the Treasurer).
- **Team Captains** - To ensure that match balls are at each fixture. To get confirmation of players' attendance at matches. To ensure that sufficient score-sheets and rotation-slips are available for home matches. To coordinate the refreshments for home NVL fixtures. And, in the absence of the relevant coach, to name the starting-six and run match-substitutions.