



Ordinary Committee Member Role Statement

The Ordinary Committee Member is responsible for assisting the AWTTA Committee in setting and meeting its goals and objectives; ensuring the Club is administered according to the Club Rules, policies and procedures and completes all legal and compliance obligations.

The AWTTA Committee consists of the office-bearers (President, Vice-President, Treasurer and Secretary) and five (5) ordinary committee members. Ordinary Committee Members will also liaise with other designated Coordinators and Officers of the Club as required, as well as act as a conduit for members' suggestions and feedback.

Each Ordinary Committee Member will also assume responsibility for at least 2 of the nominated support and sub-committee responsibilities.

The estimated time commitment required as an Ordinary Committee Members is one (1) hour per week.

RESPONSIBILITIES:

Specific duties include, but are not limited to, the following:

Knowledge

- To be well informed of all Club activities (pennant competitions, Keenagers, social play and school groups), especially those of all sub-committees, officers and coordinators.
- Have a working knowledge of the Constitution, Club rules and by-laws, policies and procedures as well as the duties of all office holders.
- An understanding of the legal and compliance obligations of running the Club, including TTV and TTA requirements.

Governance

Committee Members contribute to the development, definition and delivery of the following Club activities and responsibilities:

- Culture and behaviours.
- Goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Identification and formulation of budgets and cash flow projections for the upcoming year.
- Ensuring compliance and legislative obligations are met.
- Ensure the health and safety of all Club participants.



- Ensure complaints and disputes are investigated and responded to according to Club policies and procedures.
- Volunteers are trained and supported throughout the year to undertake their roles successfully
- Undertake tasks at the request of the President or General Committee.

Support and Sub-Committee responsibilities

Each Ordinary Committee Member should select at least 2 of the following support and sub-committee responsibilities to be included as part of their role. The Ordinary Committee Member will be required to organise, coordinate and undertake related tasks to ensure allocated responsibilities are completed in a timely and effective manner.

The AWTTA Committee is responsible for ensuring that support and sub-committee responsibilities are allocated as required. Some support responsibilities may also be delegated to other Club members, with the relevant skills and knowledge, who are willing to assist.

Nominated responsibilities are to be selected from:

- Active Kids Vouchers - redeem/record
- Assist Division/Keenagers Coordinators (x3) during sessions, results entry, etc.
- Canteen and Office supplies – monitor/purchase
- Cleaning and hygiene supplies (toilet paper/sanitiser/soap/etc.) - monitor/purchase
- Club merchandise (clothing, etc.)
- Coaching liaison
- Equipment ordering – Club supplies / player requirements
- Casual users / group bookings (e.g. vacation care)
- Fundraising activities (e.g. Bunnings BBQ)
- Grants applications team
- Hosting Come & Try Days
- Kitchen supplies – monitor/purchase
- Maintenance (general and grounds) – liaison/arrange as required
- Photo gallery – maintain/update
- School sessions / tournaments
- Spinneroos (TTA Junior Program)
- Sponsorship – liaison/renew/source
- Sunday/Social sessions Supervisor
- Victorian Country Championships teams

Ordinary Committee Members may also be appointed by the AWTTA Committee to undertake any of the following roles as they become vacant:

- Child Safe Officer
- Division Coordinator (x4)



Albury Wodonga Table Tennis Association Inc.

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- Facebook Site Administrator
- First Aid Officer
- Keenagers Coordinator
- Media and Promotions Officer
- Member Protection Information Officer (MPIO)
- Pennant Coordinator
- Website Administrator

As required

- Attend and actively participate in all Committee Meetings.
- Provide report to Committee on status of nominated responsibilities in a timely manner.
- Advise Secretary if position description requires revision to ensure it continues to reflect the requirements of the role.
- Train, mentor and support the incoming Ordinary Committee Members.

If at any stage the Ordinary Committee Member becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club President of the conflict who will immediately inform all other Committee members.

ESSENTIAL SKILLS AND REQUIREMENTS

- Understanding of the different Club activities
- Good networking and communication skills
- Current Working with Children Check

The Ordinary Committee Member is elected at the Annual General Meeting.