



Roster Coordinator

Objective

- To provide support to the Executive and Committee members to ensure the efficient operation of the Club rosters
- To maximise contribution by Club players to enable a spreading of the workload required to conduct key operations and to assist and support our volunteers

Responsibilities

- Prepare rosters for the completion of identified tasks through the season
- Distribute rosters to all participants and ensure they are aware of their responsibilities to complete the tasks
- Liaise with Team Captains to ensure all rostered tasks are completed as scheduled
- Conduct an information session at the commencement of the season to ensure that Team Captains are familiar with the tasks to be completed and aware of their responsibilities as captains

Relationships

- Reports to the President & Club Secretary
- Liaises with the Club Committee
- Liaises with Roster Team Captains and members

Accountability

- Roster Coordinator is accountable to the President and the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

