COMMITTEE STRUCTURE

(SAMPLE ONLY)

**Committee**

President, Treasurer, Secretary

Committee members

**External advisors**

**Committee Member Portfolios**

**Members**

**Programmes, Coaching**

**Events**

**Social**

**Marketing, Funding, Sponsorship**

**Facilities, Assets**

**Governance**

* Manage new member communication process
* Co-ordinate buddy system
* Perform member exit process
* Arrange grading as needed
* Organise teams and liaise with captains
* Find, train and support volunteers
* Complete member satisfaction surveys
* Provide member feedback to committee
* Arrange club nights
* Co-ordinate programmes (juniors, beginners, development squads, performance squads, etc.)
* Facilitate coach training and support
* Maintain coach database
* Provide access to coach resources
* Oversee competitions
* Arrange social tournaments
* Manage business house
* Facilitate club championships
* Enter statistics
* Organise social activities
* Coordinate fundraising events
* Arrange club prize-giving
* Manage photo boards
* Plan annual general meetings
* Manage court and programme sponsorships
* Develop funding plan for purchases
* Submit funding applications and perform audits
* Maintain relationships with funders
* Control website and social media content
* Create promotional materials (posters, brochures, etc.)
* Liaise with local media
* Create annual report
* Manage facilities maintenance plan
* Maintain assets register
* Oversee facility repairs and installations
* Steer club towards strategic plan goals
* Help portfolios prioritise action plans
* Represent club at District meetings
* Oversee all financial matters
* Develop policies and guidelines
* Manage employee / contractor matters
* Arrange professional development opportunities
* Manage club rules, procedures and regulations

**Employees**