



CYC GYMSPORTS
HOME OF CHELTENHAM YOUTH CLUB

126-130 Woodlands Drive,
Braeside, Victoria 3195
Phone: 9590 9300
E-Mail: admin@cyc.net.au
Web: www.cyc.net.au
A.B.N. 19 145 523 452

CYC Committee Member Role and Responsibilities

Position	Responsibilities
President	<ol style="list-style-type: none">1. Chairing:<ol style="list-style-type: none">a. Bi-monthly meetingsb. Annual General Meetings.2. Coordination of committee3. Work towards achieving CYC club aims and strategic direction ensuring the committee meets all outlined responsibilities4. Make decisions as required5. To lead regular reviews and ratification of CYC club policies and procedures to meet the needs to CYC and its members6. To develop a fundraising plan and to encourage the Committee to meet all fundraising targets
Vice President	<ol style="list-style-type: none">1. Assist the President as required2. In the absence of President3. Chairing:<ol style="list-style-type: none">a. Bi-monthly meetingsb. Annual General Meetings4. To assist with fundraising events to meet fundraising targets
Treasurer	<ol style="list-style-type: none">1. Review all financial records of the club2. Review monthly Profit and Loss Statement and Balance Sheet3. Review projected Budgets and performance against budget4. Ensuring statutory compliance5. Measuring and reporting on performance of fundraising against targets
Secretary	<ol style="list-style-type: none">1. Assist President, Vice President and Treasurer with correspondence2. Minutes of bi-monthly meetings (and AGM) to be produced within one week after meeting3. Inviting sponsors/officials to club events4. Produce & distribute agenda for bi-monthly meetings (and AGM)5. Provide administrative/correspondence support for fundraising
Fundraising Coordinator	<ol style="list-style-type: none">1. Coordinate (not run) fundraising activities within the club structure2. Report bi-monthly on fundraising outcomes and plans during committee meeting3. Work to maximise the return for the club of fundraising efforts4. Assist in planning and brainstorming
Social/Events Coordinator	<ol style="list-style-type: none">1. Coordinate (not run) social events and activities2. Assist with competitions, rosters and awards3. Assist the fundraising coordinator
General Committee Member (x3)	<ol style="list-style-type: none">1. To assist the office bearers and CYC management2. To assist the fundraising & social/events coordinator