



# CYC GYMSPORTS

HOME OF CHELTENHAM YOUTH CLUB

126-130 Woodlands Drive,  
Braeside, Victoria 3195  
Phone: 9590 9300  
E-Mail: [admin@cyc.net.au](mailto:admin@cyc.net.au)  
Web: [www.cyc.net.au](http://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"><li>Chairing:<ol style="list-style-type: none"><li>Bi-monthly meetings</li><li>Annual General Meetings.</li></ol></li><li>Coordination of committee</li><li>Work towards achieving CYC club aims and strategic direction ensuring the committee meets all outlined responsibilities</li><li>Make decisions as required</li><li>To lead regular reviews and ratification of CYC club policies and procedures to meet the needs to CYC and its members</li><li>To develop a fundraising plan and to encourage the Committee to meet all fundraising targets</li></ol>
Vice President	<ol style="list-style-type: none"><li>Assist the President as required</li><li>In the absence of President</li><li>Chairing:<ol style="list-style-type: none"><li>Bi-monthly meetings</li><li>Annual General Meetings</li></ol></li><li>To assist with fundraising events to meet fundraising targets</li></ol>
Treasurer	<ol style="list-style-type: none"><li>Review all financial records of the club</li><li>Review monthly Profit and Loss Statement and Balance Sheet</li><li>Review projected Budgets and performance against budget</li><li>Ensuring statutory compliance</li><li>Measuring and reporting on performance of fundraising against targets</li></ol>
Secretary	<ol style="list-style-type: none"><li>Assist President, Vice President and Treasurer with correspondence</li><li>Minutes of bi-monthly meetings (and AGM) to be produced within one week after meeting</li><li>Inviting sponsors/officials to club events</li><li>Produce &amp; distribute agenda for bi-monthly meetings (and AGM)</li><li>Provide administrative/correspondence support for fundraising</li></ol>
Fundraising Coordinator	<ol style="list-style-type: none"><li>Coordinate (not run) fundraising activities within the club structure</li><li>Report bi-monthly on fundraising outcomes and plans during committee meeting</li><li>Work to maximise the return for the club of fundraising efforts</li><li>Assist in planning and brainstorming</li></ol>
Social/Events Coordinator	<ol style="list-style-type: none"><li>Coordinate (not run) social events and activities</li><li>Assist with competitions, rosters and awards</li><li>Assist the fundraising coordinator</li></ol>
General Committee Member (x3)	<ol style="list-style-type: none"><li>To assist the office bearers and CYC management</li><li>To assist the fundraising &amp; social/events coordinator</li></ol>