

MANAGEMENT COMMITTEE APPLICATION FORM



All Stars Baseball Club

PRESIDENT

POSITION OVERVIEW:

TIMEFRAME FOR POSITION

TWO YEAR TERM (with the opportunity to reapply for a second two year term)
NOTE: Committee members **cannot hold office for more than 4 years** and **must retire** from the committee **for a mandatory period of one year.**

RECOGNITION & REWARD OFFERED FOR THIS POSITION

1. Will attract a Band of Level 1 - \$400

SKILLS

1. **LEAD:** Skills to lead a team, good listening skills and a positive attitude to team work
2. **PEOPLE PERSON:** High standard of oral communication, interpersonal and the desire to work as part of a team
3. **ATTENTION TO DETAIL:** Experience and understanding of financial management, reporting and general administration required for a club of our size

OBJECTIVES OF THE PRESIDENT:

- Motivate the committee to maintain a positive, modern, forward-thinking approach to the club development.
- As the leader, represent the club in a professional, positive and appropriate manner
- Facilitate and encourage positive, effective and efficient decision making processes based on sound information and clear judgment

KEY OBJECTIVE

Keep the committee and team focused and working together for the success of the club

TYPICAL DUTIES OF THE CHAIRPERSON

- Attend and actively participate in committee meetings
- Manage Committee Meetings.
- Manage the Annual General Meeting.
- Represent the club where required.
- Be a supportive leader for all club members.
- Be well informed of all club activities.
- Be aware of the future directions and plans of members.
- Ensure that planning and budgeting are carried out
- Understand the constitution, rules and the duties of all committee members

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INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS

1. Chair General Meetings of the Club
2. Chair meetings of the Management Committee
3. Manage the implementation of all policy and procedural needs of the club and the sport.

Other duties shared by all committee members.

Ensure the responsibilities of Association and committee members under the Associations Incorporation Act are discharged:

- to ensure that the Association maintains a registered office where a document can be served personally (thus it cannot be a post office box) (section 17);
- to ensure that the Association complies with its rules about calling and holding General Meetings of members (section 57);
- to prepare financial statements within 6 months of the close of the financial year or more frequently if the rules of the Association so provide (section 59);
- to arrange for the financial statements to be audited and to be audited by a qualified or approved auditor (section 59);
- to comply with directions of the Department regarding publication of the annual financial statements (section 59);
- not to leave the position of Secretary vacant for more than one month (section 65);
- to ensure that the Secretary resides in Queensland or no more than 65 kilometres from its border (section 66);
- to notify any change in Secretary within 1 month (section 68);
- to ensure that the Association holds public liability insurance (section 70);
- to ensure compliance with the additional accounting requirements under regulation 12 and schedule 5; and
- to take all reasonable steps to ensure the incorporated Association complies with the Regulation (regulation 15).

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CLUB

All Stars Baseball Club

POSITION

CLUB PRESIDENT

TERM

2 years

OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'. Therefore

1) If you have been

(a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are a discharged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition

(b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

Your application cannot be legally accepted by the Association

If you have not have been convicted then you may continue completing this application

PROCESS

ELECTRONIC APPLICATIONS ONLY:- (hand written applications will NOT be accepted)

Applications close :- **MONDAY 15th May 2017**

Form to be completed:- Electronically and forwarded to secretary@allstarsbaseball.com.au

Applicant's Name _____

Applicant's Contact
Details

Ph: _____ Mb: _____

Email: _____

APPLICANT'S SUPPORT

MOVED Name email

SECONDED Name email

MANAGEMENT COMMITTEE APPLICATION FORM

Date application completed and sent

THE POSITION	CLUB PRESIDENT
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APPLICANT'S NAME	
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MOTIVATIONS

What currently motivates you to apply for this position?

Your task is to provide members with samples of your **SKILLS AND ABILITY TO FILL THE POSITION** samples can be from either a paid or other voluntary work or experiences.

SKILLS YOU BRING TO THE CLUB AND THIS POSITION

Note the min standard required for this position: Ability to Speak in front of people, comfortable with taking the lead