

Melbourne University Badminton Club

COMMITTEE STRUCTURE & POSITION DESCRIPTIONS

1. Committee Structure

The Melbourne University Badminton Club (the Club) committee consists of an executive committee, supported by a general committee and an advisory council.

1.1. Executive Committee

The executive committee comprises five (5) positions: president, vice-president, treasurer, secretary (social) and secretary (high performance).

- All nominees for the positions of the executive committee must have been a member with the Club for at least 6 months.
- Nominees for the positions of president and vice-president must have at least one year of experience as a Club committee member.
- Only members who are current participants of the Club Athlete Support Scheme (CASS) can be nominated for vice-president and secretary (high performance). This is to ensure that the various needs of social and competitive badminton are met at the highest level possible.

1.2. General Committee

The purpose of the general committee is to assist the executive committee in meeting the needs of both the social and competitive sections of the Club.

In addition, the general committee serves as a pathway for members to learn about the Club before progressing to an executive committee position.

1.3. Advisory Council

The advisory council generally consists of members who are in full-time employment, or members who are alumni of the University. Members of the advisory council are appointed by the executive committee on an as-required basis.

The purpose of the advisory council is to provide guidance for the Club on various matters, such as strategic planning and decision making, as well as to preserve the intellectual property of the Club. The Club endeavors to leverage the expertise of the advisory council to continue flourishing.

1.4. Committee Incentive Structure

Committee members of the Club are reimbursed 10 - 50% membership fees in the form of a fee waiver at the start of each semester. This is based on the contribution to the committee throughout the previous semester, as determined by the president. No other remuneration is given.

2. Position Descriptions

2.1. President

- Manage the strategic planning of the Club, in line with the Club's values and strategic pillars, over the next one to five years.
- Oversee the development and operation of the Club's social and competitive sectors.
- Chair all club meetings, including committee meetings and annual/special general meetings.
- Represents the Club in official capacities and acts as the main point of contact for external communication.
- Review and sign-off budgets and financial accounts prepared by the treasurer.

2.2. Vice-president

- Support the president in managing the strategic planning of the Club.
- Oversee the development and operation of the Club's competitive sector.
- Recruit coaches and players of a high calibre for the Club's competitive sector.
- Plan and implement the Club's CASS program, including the Club's participation in the Australian University Games.
- Coordinate with coaches and secretary (high performance) for the selection of players for the Club's competitive sector.

2.3. Treasurer

- Support the president in managing the strategic planning of the Club from a financial viewpoint, inline with an annual budget.
- Manage all financial matters of the Club, including liabilities and expenditures.
- Fulfil all reporting obligations, such as the completion of financial statements, Business Activity Statement and Annual Financial Report to Corporate Affairs Victoria.
- Liaise with committee members regarding the operational expenditure of the Club.
- Have knowledge in operating Xero Accounting Software (preferred).

2.4. Secretary (Social)

- Support the president in managing the strategic planning of the Club.
- Act as an intermediary liaison between members of the Club's social sector, committee members and the executive board.
- Coordinate the operations of the Club's social sector.
- Support the committee in administrative matters relating to the Club's social sector, including scribing for meetings and handling enquiries through email.

2.5. Secretary (High Performance)

- Support the vice-president in managing the strategic planning of the Club.
- Act as an intermediary liaison between members of the Club's competitive sector and the executive board.
- Coordinate the operations of the Club's competitive sector, including planning of tournaments and the Australian University Games.
- Support the committee in administrative matters relating to the Club's competitive sector, including scribing for meetings and handling enquiries through email.
- Communicate potential tournaments to members of CASS.

2.6. Social Media Officer (2 positions available)

- Manage the Club's social media platforms and online presence.
- Communicate with the committee to coordinate social media campaigns and promotions.
- Create engaging content to promote club events and activities.
- Respond to enquiries on social media platforms.

2.7. Events Officer (4 – 5 positions available)

- Manages the operation of scheduled social badminton sessions.
- Solicit feedback from members to improve club operations.
- Coordinate with events officer and social secretary to assist in social events.

2.8. Events Officer (1 position available)

- Organise and coordinate at least one (1) social event each semester, outside of social badminton sessions.
- Coordinate with committee members to adhere to the Club's budget and promote events on social media platforms.

2.9. Photographer (1 position available)

- Capture high-quality photos and/or videos of club activities and events, up to six (6) events for the Club's social sector and four (4) events for the competitive sector annually.
- Coordinate with social media officers to create visually appealing content.
- Maintain a digital library of club-related media for future use.