

Squash Bucklers – Committee Role Descriptions

Club Captain

The Club Captain provides leadership and direction for the club. They are responsible for fostering a positive, inclusive, and sportsmanlike culture.

Responsibilities:

- Chair committee meetings and general meetings.
- Represent the club in dealings with external organisations and stakeholders.
- Provide overall strategic direction.
- Ensure club activities align with the club's values and objectives.
- Support committee members in fulfilling their roles.
- Oversee match play, ladder integrity, and fair competition standards.

Vice Club Captain

The Vice Club Captain supports the Club Captain and acts in their place when required.

Responsibilities:

- Assist the Club Captain in leadership and decision-making.
- Step into the Captain's duties when the Captain is unavailable.
- Support coordination of club sessions and ladder challenges.
- Assist with member engagement and conflict resolution where required.

Treasurer

The Treasurer manages the financial affairs of the club and ensures transparent and responsible handling of funds.

Responsibilities:

- Maintain accurate financial records.
- Manage club bank accounts.
- Issue invoices and manage membership payments.

- Present financial reports to the committee.
- Prepare annual financial statements.
- Ensure funds are used in accordance with the club's objectives.

Secretary

The Secretary manages the administrative and governance processes of the club.

Responsibilities:

- Maintain official club records.
- Prepare and distribute meeting agendas and minutes.
- Manage membership records.
- Handle official correspondence.
- Ensure compliance with relevant legal and regulatory requirements.
- Support coordination of meetings and club communications.

General Committee Members (x2)

General Committee Members contribute to the governance and development of the club.

Responsibilities:

- Attend and participate in committee meetings.
- Assist with club events and initiatives.
- Contribute to decision-making and strategic planning.
- Support member engagement and uphold club values.
- Take on delegated projects or responsibilities as required.