

CLUB COMMITTEE ROLE

Role/Position: Club Captain

Desirable abilities :

Knowledge Responsibilities	<p><i>E.G.: Familiarity with Club bylaws and policies #See next page</i></p> <ul style="list-style-type: none"> - The members of the committee and their roles - Understanding of the strengths and personalities of club members - Understands competition formats and rules - Help organise team placements for Interclub competition
Skills	<p><i>E.G.: Good communication ability - especially in writing</i></p> <ul style="list-style-type: none"> - Good communication and public speaking skills - Strong leadership skills - Able to build and develop relationships - Able to manage athlete's roles in team competitions
Attributes	<p><i>E.G.: Positive contributor to committee activities</i></p> <ul style="list-style-type: none"> - Out-going - Friendly - Approachable - Pro-active - Good organiser

Key tasks 'to do' - with *optional* 'when to undertake' them

<i>E.G.: Prepare report for each meeting</i>	<i>Monthly</i>
Assist in organising teams for Club Competitions	As Required
Regularly communicate with club members about the on-goings of the club	
Prepare Captain's Report for AGM	Prior to AGM
Maintain social media pages	
Organise social events – e.g Quiz Night	
Represent athletic body at committee meetings	