

# GUNGAHLIN CATS

Managing Director - Roles and Responsibilities





[25 Mar 2016]

The Managing Director position is a role that comes with much responsibility. The position entails several duties that relate to the management of the Club; hence the title, with the individual to fill the position voted upon by the Club Directors.

The difference in this role to that of the Club Director for the Club is the day-to-day management responsibility that is placed upon it.

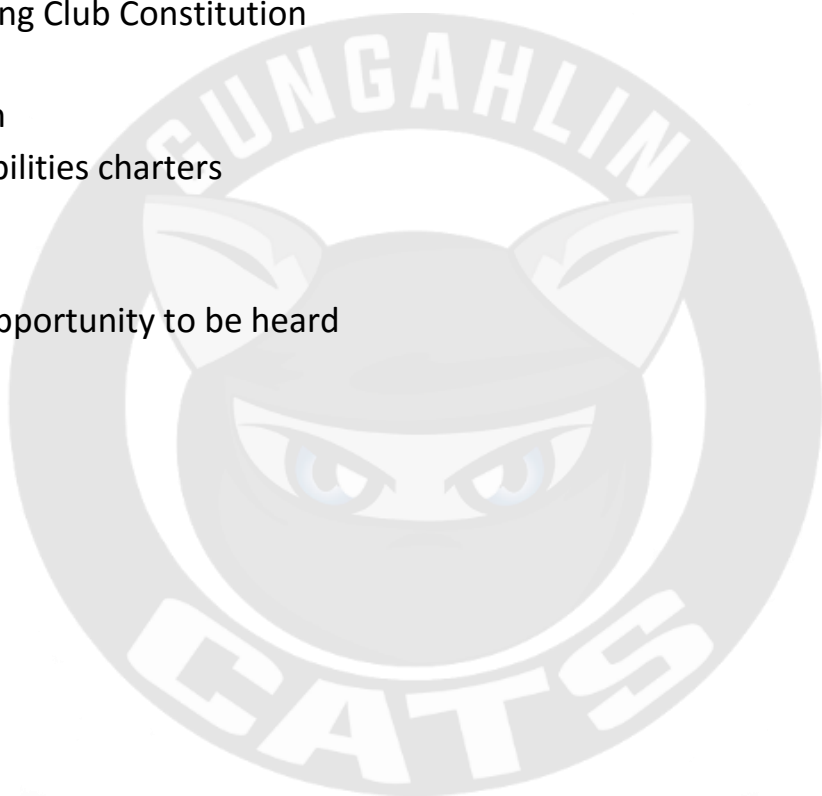
Being voted first among equals, the Managing Director does not have any additional voting rights to a Club Director, however will make management decisions in the best interests of the Club, whereas Club Directors make purely strategic decisions.

Some of the roles that the Managing Director will undertake are listed below. Noting that these roles need not be performed by the Managing Director in isolation, but can be delegated to others as required, this list will change as the Club and needs grow.

#### Roles of the Managing Director:

The Board:

- Attend and Chair board meetings
- Set all board meeting dates
- Ensure minutes are kept, saved and delivered to Directors post meeting
- Ensure proper conduct regarding Club Constitution
- Publish board policies
- Undertake Director orientation
- Create director roles/responsibilities charters
- Chair Nominations Committee
- Coordinate annual report
- Provide Directors with equal opportunity to be heard





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## The Club

- Organise domestic teams
- Coordinate team best and fairest votes
- Organise travelling teams (ie Yass)
- Manage Club records (games played, Old Boys list, etc)
- Maintain Player Number Register
- Liaise with TFACT on matters for the Club
- Organise and service sponsors
- Manage Club Email account
- Manage Club Facebook page
- Manage Club website (including web hosting)
- Manage Amaroo Juniors (BBQ roster and referees)
- Design and Order merchandise as required
- Storage of Cats merchandise and assets
- Manage invoices and payments for Club events/fees
- Manage bank account in line with designated Treasury Director
- Organise Presentation Nights (date/location/cost/ticketing)

These roles are the responsibility of the Managing Director to ensure they are performed, not to perform them him or herself. Delegations are encouraged by the Board.

The Managing Director role is appointed for the year, however failure to perform these roles adequately may render the Managing Director liable for suspension from the role and/or Board, pending the outcome of an investigation by the Board, in line with the club Constitution.