# Role Description

## Club Captain

*Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt to their needs.*

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| **ROLE INFORMATION** | |
| **Purpose** | The term Club Captain covers a variety of alternative titles. These may include:   * Sports Captain; * Events Coordinator; and * Competition Manager.   The Club Captain is normally elected onto the Committee.  The Club Captain is responsible for overseeing the planning of club activities, although they may not be directly involved in the organisation of the activities. |
| **Responsibilities** | Primary responsibilities for the role of Club Captain include:   * preparing competition and/or social programs for ratification by the Committee; * overseeing the scheduling, planning and conducting of all club activities. This could be delegated to an event organising team; * coordinating key staff for activities; * obtaining, maintaining and storing club equipment; * conducting an evaluation after each competition and reporting to the Committee; and |
| **People Management** | No direct reports but responsible for coordinating ongoing engagement with members, volunteers and committee. |
| **Budget Management** | Nil |
| Note: Add any additional information/requirements specific to the role that needs to brought to the reader’s attention.   * This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. * The ordinary working hours for the club can include duty on weekends and evenings. * The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment. | |

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| **EXPERIENCE AND CAPABILITIES** | |
| **Qualifications and Experience** | No formal qualifications or experience required. |
| **Knowledge and Skills** | * Strong interpersonal and relationship management skills * In-depth understanding of the club, including its history, values, culture, committee members, facility/facilities and relevant member policies and procedures. * Professional and friendly attitude * Dedicated club person and good role model * Familiarity with the applicable Motorsport Australia regulations for the activities to be organised. |