

ORMEAU JUNIOR AUSTRALIAN FOOTBALL CLUB COMMITTEE/VOLUNTEER LIST

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COMMITTEE/VOLUNTEER DUTIES

1. PRESIDENT

SPECIAL SKILLS REQUIRED

The Ormeau Junior AFL Club President will ideally have well developed communication skills. They will have the ability to communicate with people at all levels, whether it be children, parents/guardians, other committee members, Coaches; AFL Queensland Officials; Other Club Presidents; Local Business Owners; Business Partners and Potential Sponsors. They will be a role model for not only the children of the club but also parents/guardians and other committee members and coaches.

The President will also have -

- Good working knowledge of the club rules, Constitution, By-laws etc.
- Understanding of AFLGCJ's operations
- Ability to delegate
- Experience in a leadership role
- Good listener
- Well developed decision making skills
- Ability to negotiate successfully between club members and other clubs
- Experience with planning operations
- Ability to manage people and lead meetings
- Knowledge of marketing and promotions
- Knowledge of Risk Management and Procedures
- Have an understanding of injury prevention, care and management
- Access to email, Microsoft office (excel, word, publisher) and Adobe (PDF files)

DUTIES

1. Represent the club in a professional manner at all times
2. Attend regular President Meetings with other AFL Gold Coast Junior Presidents
3. Report back to monthly club committee meetings with relevant information disseminated at Presidents Meetings
4. Delegate duties to relevant committee members
5. Be able to read and respond to emails sent by the AFL Gold Coast Juniors head office daily.
6. Facilitate planning
7. Provide guidance and leadership
8. Chair and manage monthly meetings

9. Manage and control Annual General Meetings
10. Monitor budgeting
11. Keep up to date with Government Grants etc.
12. Nominate Sub-committees
13. Liaise with Local Council
14. Provide the committee with goals and a yearly and 5 yearly plan on the future direction of the club
15. Never make decisions alone

2. VICE PRESIDENT

Assist the President will all their duties (see [President](#) position description)
Access to email, Microsoft office (excel, word, publisher) and Adobe (PDF files)

3. SECRETARY

SPECIAL SKILLS REQUIRED:-

Well developed communication skills – written and verbal.
Ability to supervise others
Organisational skills
Ability to delegate tasks
Ability to liaise with AFLGCJ's and other external parties
Report writing skills
Knowledge of Risk Management and Procedures
Have an understanding of injury prevention, care and management
Knowledge of AFLGCJ Website
Access to email, Microsoft office (excel, word, publisher) and Adobe (PDF files)

DUTIES:-

1. Represent the club in a professional manner at all times
2. Maintain a register of all members, sponsors and other relevant groups
3. Convene all club monthly meetings and advise all potential attendees
4. Prepare venue for meetings and arrange catering if required
5. Record detailed minutes of meetings
6. Liaise with AFLGCJ's regarding all committee, coaches (accreditation), officials, players, transfers and complete all required AFLGCJ paperwork
7. Liaise with local media, other clubs and community organizations
8. Promptly communicate information to members from AFLGCJ, Local / State Government and other external bodies
9. Keep up to date with Insurance Policy
10. Keep up to date with any changes to fixtures
11. Update fixtures sent out to parents as required.
12. Provide all relevant information to Newsletter Coordinator and IT Coordinator to update newsletters and website.
13. Never make decisions alone

4. TREASURER

SPECIAL SKILLS REQUIRED:-

- Financial background and awareness of accounting procedures
- Understanding of GST and related practices
- Honesty
- Ability to keep accurate records
- Attention to detail
- Ability to work in a logical manner
- Access to email, Microsoft office (excel, word, publisher) and Adobe (PDF files)

DUTIES:-

1. Represent the club in a professional manner at all times
2. Maintain up to date records of all income and expenditure
3. Ability to use accounting software - MYOB
4. Ensure all money received is recorded and banked promptly
5. Prepare and distribute invoices/accounts for services rendered
6. Maintain the clubs cash flow and level of petty cash
7. Manage payments for honorarium payments to volunteers
8. Attend monthly meetings to present monthly accounting report
9. Prepare necessary financial statements for the annual report
10. Prepare financial accounts for auditing and provide the auditor with all necessary information
11. Never make decisions alone

5. REGISTRAR

SPECIAL SKILLS REQUIRED:-

- Well developed communication skills
- Ability to supervise others
- Organisational skills
- Ability to delegate tasks
- Knowledge of AFLGCJ Website
- Access to email, Microsoft office (excel, word, publisher) and Adobe (PDF files)

DUTIES:-

1. Represent the club in a professional manner at all times
2. Maintain an up to date register of all players on an Microsoft Excel Spreadsheet
3. Liaise with AFLGCJ's regarding up to date player registrations and deletion of players
4. Keep up to date records of player game counts from Website
5. Maintain player AFLQ registration/re-registration forms
6. Advise appropriate committee members of health conditions, ability to support the club etc from registration form.
7. Cross check all email addresses
8. Keep up to date with collection of new players Birth Certificates
9. Attend monthly meetings and give report status of players etc
10. Never makes decisions alone

6 ASSISTANT SECRETARY

SPECIAL SKILLS REQUIRED

- Well developed communication skills
- Ability to supervise others
- Organisational skills
- Knowledge of AFLGCJ Website
- Access to email, Microsoft office (excel, word, publisher) and Adobe (PDF files)

DUTIES

1. Provide the Secretary with assistance with their duties as required or as delegated (see position description for secretary)
2. Perform the [Secretary's](#) duties when the Secretary cannot
3. Never makes decisions alone

7. CANTEEN COORDINATOR

- Well developed communication skills
- Ability to supervise others
- Organisational skills
- Ability to delegate duties
- Managerial skills
- Knowledge of Health and Safety procedures
- Knowledge of Risk Management and Procedures
- Have an understanding of injury prevention, care and management
- Understanding of GST and related practices
- Knowledge of pricing and ordering of food etc
- Honesty
- Ability to keep accurate records & attention to detail
- Ability to work in a logical manner
- Ability to purchase goods in order to maximise profits

DUTIES:-

1. Represent the club in a professional manner at all times
2. Attract and recruit new volunteers to the help with duties
3. Develop clear job descriptions for all required duties
4. Supervise volunteers or allocate other members to supervise
5. Identify methods of recognising potential volunteers
6. Communicate and liaise with committee members on a regular basis
7. Supply Treasurer with monthly stock take
8. Attend monthly meeting and give canteen status
9. Prepare rosters/schedules
10. Organise meetings when required
11. Order stock from suppliers
12. Never makes decisions alone

8. UNIFORMS COORDINATOR

SPECIAL SKILLS REQUIRED:-

- Well developed communication skills
- Ability to supervise others / A role model
- Organisational skills
- Ability to delegate tasks
- Knowledge of Risk Management and Procedures
- Have an understanding of injury prevention, care and management
- Good working knowledge of club, AFL and AFLGCJ's rules, regulations and By-laws

DUTIES:-

1. Represent the club in a professional manner at all times
2. Organise uniform inventory
3. Keep an up to date record of players who have/haven't received uniforms (uniforms only to be given to players that have paid in full).
4. Distribute uniforms to players that have paid registration fees in full
5. Order new stock when required, once approved by Executive Committee
6. Coordinate the sale of 2nd hand uniforms and football boots.
7. Provide monthly report on uniform sales for executive committee
8. Never makes decisions alone

9. SPONSORSHIP CO-ORDINATOR

SPECIAL SKILLS REQUIRED:-

- Well developed communication skills – written and verbal.
- Ability to supervise others
- Organisational skills
- Ability to delegate tasks
- Report writing skills
- Knowledge of Risk Management and Procedures
- Knowledge of AFLGCJ Website
- Access to email, Microsoft office (excel, word, publisher) and Adobe (PDF files)
- Have the time to meet with or phone potential sponsors during business hours

DUTIES:-

1. Represent the club in a professional manner at all times
2. Coordinate all sponsorship, keeping up to date with all sponsorship deals current and future.
3. Keep an up to date list/database of all organisations contacted regarding sponsorship
4. Keep records regarding all sponsorship offers and current deals
5. Review current sponsorship offers, contracts etc.
6. Attend monthly committee meetings and provide updates and submit sponsorship deals for committee approval
7. Contact potential sponsors and make and attend meetings with them regarding sponsorship
8. Never makes decisions alone

10. FUNDRAISING/SOCIAL CO-ORDINATOR

SPECIAL SKILLS REQUIRED:-

- Well developed communication skills – written and verbal.
- Ability to supervise others
- Organisational skills
- Ability to delegate tasks
- Knowledge of Risk Management and Procedures

DUTIES:-

1. Represent the club in a professional manner at all times
2. Supervise Volunteers
3. Hold Fundraising/Social Subcommittee meetings to brainstorm and plan events for the year.
4. Attend monthly committee meetings and provide updates and submit fundraising & social events ideas for committee approval (this can be delegated to another member of the Fundraising/social subcommittee).
5. Network with local business within the area to build rapport, offering to promote their business while obtaining support for the club
6. Never makes decisions alone.

11. COACHING CO-ORDINATOR

The role of the club coaching co-ordinator is a pivotal role in the football club environment, which is designed to assist in the support and continual development of coaches and their support staff.

The club coaching co-ordinator is a liaison between the club committee, local league and other football stake holders including the regional AFCA branch and FVD managers.

The implementation of this position is essential in further increasing local club development in football and improving the standard of conduct and performance by coaches and their support staff.

This particular role description is segmented into two areas with the first seen as mandatory requirements and the second, as the name suggests, is a list of optional requirements which would further enhance the role given time and other priorities.

Mandatory requirements:

Current Australian Football Level 1 Accreditation; Excellent People management and Communication skills; Past coaching experience

Recommended Requirements: Not a current coach; Understanding of regional football structures; Sound technical knowledge in football

DUTIES:-

1. To assist the junior club committee in interviewing, assessing and selecting coaches.
2. Develop relevant job descriptions for all coaching positions
3. Develop a club coaching handbook including the philosophy and the policies of the club
4. Develop desiring interview questions and selection criteria for coaching positions
5. Conduct club coaching meetings to cover areas of support, evaluation and in servicing
6. Nominate suitable coaches for regional coach of the year awards
7. Oversee and develop club policy relating to code of conduct compliance and grievance procedures
8. Ensure role out of AFL Kids First & Positive or Pointless weekend
9. Conflict resolution – Parent and coach arbitrator
10. Volunteer recruitment
11. Ensure all coaches have access and complete level 1 or 2 coach accreditation requirements
12. Liaise and access coaching resource
13. Maintain accurate records of accreditation status of coaches with league officials
14. Assist coaches with their re-accreditation needs
15. Promote and apply sequential football curriculum for all age groups at the club
16. Evaluate coaching performance at training/ match day using coach education evaluation forms
17. Develop a support / mentoring program at the club
18. Register coaches with local leagues

Optional duties:

1. Develop succession plan for coaching at the club
2. Coordinate rostering demands of grounds / facility use between teams at the club
3. Identify reasonable personnel to develop links with schools and Auskick
4. Assist in developing and implement transition program for Auskickers into the club
5. Develop links with senior clubs where appropriate
6. Implement transition program for junior players into the senior club

12. UMPIRE COORDINATOR

SPECIAL SKILLS REQUIRED:-

- Well developed communication skills
- Ability to supervise others / A role model
- Organisational skills
- Ability to delegate tasks
- Knowledge of Risk Management and Procedures
- Have an understanding of injury prevention, care and management
- Good working knowledge of club, AFL and AFLGCJ's rules, regulations and By-laws

DUTIES:-

1. Represent the club in a professional manner at all times
2. Co-ordinate umpires for game days.
3. Supervise and support umpires on game days
4. Act as Umpires Escort before during and after games
5. Always be identifiable in correct uniform
6. Communicate and liaise with committee members on a regular basis
7. Believe in, deliver and enforce rules and objectives
8. Assist in recruitment of umpires
9. Attend AFLGCJ umpire seminars/meetings and umpire courses
10. Conduct umpire meetings
11. Identify talented umpires

12. Direct, assist and advise umpires
13. Report, review and assess umpires
14. Liaise with AFLQ Umpire Coordinator
15. Never makes decisions alone

13. GRANTS OFFICER

SPECIAL SKILLS REQUIRED

- Well developed communication skills
- Ability to supervise others
- Organisational skills
- Knowledge of AFLGCJ Website
- Access to email, Microsoft office (excel, word, publisher) and Adobe (PDF files)

DUTIES:

1. Apply for all grants available to sporting clubs
2. Notify AFLGCJ – Jenny Webber – of all grants applied for
3. Follow up on the progress of all grants applied for
4. Update Executive Committee on progress of grants
5. Never makes decisions alone

14. NEWSLETTER

SPECIAL SKILLS REQUIRED:-

- Well developed communication skills – written and verbal
- Organisational skills
- Knowledge of AFLGCJ Website
- Access to email, Microsoft office (excel, word, publisher etc) and Adobe (PDF files)

DUTIES:

1. Produce regular club newsletters, using Publisher Template or other appropriate software.
2. Keep up to date with information sent by the AFL Gold Coast Juniors
3. Obtain information from Coaches, Other relevant committee members to include in the newsletter
4. Keep an up to date Newsletter Email Contact List
5. Never makes decisions alone

15. WEBSITE/SOCIAL MEDIA MANAGER (website/facebook)

SPECIAL SKILLS REQUIRED

- Well developed communication skills – written and verbal
- Organisational skills
- Knowledge of AFLGCJ Website
- Access to email, Microsoft office (excel, word) and Adobe (PDF files)
- An interest in learning about updating websites (skills can be taught on the go)
- Understanding of the difference between personal and business pages on FB
- Willingness to learn new skills

DUTIES:

1. Ensure information on the Ormeau Bulldogs website & FB page is up to date and relevant
2. Liaise with all other committee members and coaches to seek out relevant information to add to website/FB page
3. Keep up to date with community events and club events to add to website/FB
4. Continually aim to make improvements to the website/FB page in consultation with the executive committee.
5. Respond to requests to add information or make changes on the website/FB page promptly.

16. VOLUNTEER/MATCH DAY COORDINATOR:

SPECIAL SKILLS REQUIRED:-

- Access to email, Microsoft office (excel, word, publisher) and Adobe (PDF files)
- Well developed communication skills
- Ability to supervise others / A role model
- Organisational skills
- Ability to delegate tasks
- Knowledge of Risk Management and Procedures
- Have an understanding of injury prevention, care and management
- Good working knowledge of club, AFL and AFLGCJ's rules, regulations and By-laws

DUTIES -

1. Prepare Rosters for all Club Events – Home Games and Special Events
2. Ensure Team managers have filled all of their home game rosters (first aid officers, home game volunteers, canteen etc) and other club events.

3. Liaise with relevant club committee members and position holders to ensure they are fulfilling their roles by adding their names to relevant rosters – homes games and events
4. Arrange relevant people to set up the oval for games at least 1 hour before the first game commences and ensure they have the appropriate information in order to complete this task eg, ground measurements etc.
5. Arrange Home Game Trainers – 1 on duty at all times
6. Confirm the attendance of Ground Marshall's, SAS Coordinators, Umpires for home games
7. Ensure Grounds Marshall's, SAS Coordinators and Umpires know their roles and responsibilities on Game Days.

16.1 Grounds Marshall

SPECIAL SKILLS REQUIRED:-

- Trustworthy
- Mature and responsible
- Competent and knowledgeable
- Effective communicator
- Ability to negotiate successfully between coaches, players, officials, umpires, spectators and other clubs
- Good working knowledge of club, AFL and AFLGCJ's rules, regulations and By-laws
- Experience in leadership
- Knowledge of Risk Management and Procedures
- Have an understanding of injury prevention, care and management
- Knowledge of Ambulance entrance areas

DUTIES:-

1. Represent the club in a professional manner at all times
2. Inspect ground on match days
3. Ensure games commence on time
4. Ensure First Aid Officers are in place
5. Ensure only persons permitted in coaches boxes and on the playing arena by patrolling the area between the fence and boundary line
6. Be a pivot for information for all clubs and umpires
7. Provide a pro-active service to all clubs
8. Oversee the Codes of Conduct and report any breaches

TIME REQUIRED:-home games only

AFLGCJ SPECIFIC:-After the completion of the game the Ground Marshall is responsible for making sure they do a Ground Marshall's Report if there have been any breaches of the Code of Conduct. Ground Marshall's must be in correct AFLGCJ uniform.

Ground Marshall's must have name entered into Footy Web System.

Ground Marshall's must follow the AFL'S Code of conduct.

16.2 FOOTY WEB (Online Sports Administration System) CO-ORDINATOR

SPECIAL SKILLS REQUIRED:-

- Well developed communication skills
- Ability to liaise with AFLGCJ's and other clubs
- Organisational skills
- Good listener
- Up to date knowledge of AFLGCJ's Website
- Up to date knowledge of FOOTY WEB online database (training provided)
- Good working knowledge of club, AFL and AFLGCJ's rules, regulations and By-laws

DUTIES:-

1. Responsible for entering Match Day data at home games only
2. Represent the club in a professional manner at all times
3. Set up in designated area
4. Import and Export data as required
5. Communicate regularly with AFLGCJ's
6. Ensure all players, officials and umpires are entered into Footy Web
7. Ensure all reports are completed
8. Ensure all scores are entered
9. Train other Footy Web volunteers
10. Print any reports need for game days
11. Communicate and liaise with Secretary and Registrar on a regular basis
12. Ensure club laptop and wireless broadband equipment are at all Home Games

TIME REQUIRED:- home games only

16.3 Trainers & First Aid Officers

SPECIAL SKILLS REQUIRED:-

- Mature and responsible
- Competent and knowledgeable
- Minimum Certification
First Aid - Senior 1st Aid & resuscitation
Trainers - Level 1 Trainer (training provided by club) and Senior First Aid Certificate
- Sound knowledge of Risk Management and Procedures
- Sound knowledge of injury prevention, care and management
- Sound knowledge of sports injuries and human anatomy
- Ability to remain calm when under pressure
- Knowledge of Ambulance entrance areas
- Excellent communications skills
- Enthusiastic and caring
- Good working knowledge of club, AFL and AFLGCJ's rules, regulations and By-laws regarding medical areas

DUTIES:-

1. Assess, diagnose, treat and refer in necessary
2. Represent the club in a professional manner at all times
3. Ensure stretcher is in place
4. Ensure plenty of ice is available
5. Remain on ground throughout entire game
6. Provide a service to all clubs if needed
7. Have up to date equipment
8. Liaise with Volunteer/Match Day Coordinator to ensure you are on the relevant rosters

TIME REQUIRED:- Weekly, game days and training days

AFLGCJ SPECIFIC:-

Medical Overseers are permitted on the field to attend to an injured player.

At no time are they allowed to perform the duties of the Water Carrier or Runner.

Medical Overseers are not to be strappers or do rub downs for your club or visiting clubs. In the event a stretcher is needed the player can be taken from the ground at the nearest practical point. He must return to the field via the interchange. If a club does not have a trainer for one of their teams you may be asked to assist that club if a player is injured during a game.

First Aid Officers must have their name entered into SAS System.

First Aid Officers must follow the AFL'S Code of conduct.

17. AUSKICK & SUPER 8's CO-ORDINATOR

SPECIAL SKILLS REQUIRED:-

- Well developed communication skills
- Ability to supervise others / A role model
- Organisational skills
- Ability to delegate tasks
- Knowledge of Risk Management and Procedures
- Have an understanding of injury prevention, care and management
- Good working knowledge of club, AFL and AFLGCJ's rules, regulations and By-laws

DUTIES:-

1. Represent the club in a professional manner at all times
2. Always be identifiable in correct uniform
3. Have clear job descriptions for all required tasks
4. Supervise Volunteers
5. Communicate and liaise with committee members on a regular basis to update on games that have been arranged and other relevant information
6. Believe in, deliver and enforce rules and objectives
7. Liaise with Auskick & Super 8's coaches of other Gold Coast Junior Clubs and arrange inter club games
8. Assist in recruitment of coaches, umpires and players at the Auskick and Super 8's level only
9. Attend AFLGCJ Co-ordinators seminars and coaching courses
10. Liaise with Ormeau AFL Coaching Coordinator regarding coach meetings and seminars
11. Identify talent players to play up an age group
12. Direct, assist and advise coaches (Auskick & Super 8's only)
13. Co-ordinate game days:- Draws, Ground set up, Time Keeper, Siren, 1st aid, Ice, Umpires (liaise with Match Day Coordinator regarding this).
14. Ensure scores are not kept

18. EQUIPMENT COORDINATOR

SPECIAL SKILLS REQUIRED:-

- Trustworthy
- Mature and responsible
- Competent and knowledgeable
- Effective communicator
- Knowledge of Risk Management and Procedures
- Have an understanding of injury prevention, care and management
- Knowledge of all equipment needed

DUTIES:-

1. Represent the club in a professional manner at all times
2. Order in advance items needed
3. Make sure all teams have correct equipment
4. Stocktake on a regular basis

AFLGCJ SPECIFIC:-

Items needed per team:- Footballs Training – Under 8's, 9's 10's, 11's (Synthetic); Under 12's Size 3; Under 14's Size 4 & 16's Size 5; Match footballs for Home Games; Jumpers, Shorts, Socks, Training jumpers; Red Runner T-Shirt / Yellow Water Carrier T-Shirt; Set of Flags; Whistles; Water bottles (chin); Medical Kit / Sunscreen; Stretcher / Ice; Ground Marshall / Medical Bib+

19. HEAD COACHES (FOR ALL RELEVANT AGE GROUPS)

SPECIAL SKILLS REQUIRED

- Willing to learn new skills
- Experience in playing the game
- Well developed communication skills
- Ability to supervise others / A role model
- Organisational skills
- Ability to delegate tasks
- Knowledge of Risk Management and Procedures
- Have an understanding of injury prevention, care and management
- Good working knowledge of club, AFL and AFLGCJ's rules, regulations and By-laws
- Blue Card (application can be made for you through the club)

DUTIES:

1. Must undertake Coaching Training provided by the AFL Gold Coast Juniors (or refresher training each year)
2. Attend and run training of your age group on training days
3. Believe in, deliver and enforce rules and objectives
4. Delegate tasks to your assistant coach and team manager
5. Take direction from the coaching coordinator
6. Liaise with the Coaching Coordinator any issues/concerns you have with training

19.1 Assistant Coaches

Assist the head coach of your team with his/her role.

19.2 Team Manager

1. Prepare Footy Web Team Sheets for each game and provide to hosting club's footy web coordinator at least half hour before the game starts.
1. Coordinate volunteers for home & away games
2. Prepare parent roster for oranges and other club duties at home games/events
3. Liaise with [Volunteer/Match Day](#) Coordinator to ensure you have entered your teams volunteers on the match day roster.
4. Goal umpire x 1 (6's – youth age groups)
5. Time Keeper at home games (6's – youth age groups)
6. First Aid Officer (6.s – youth age groups)
7. Water Carrier (11's – youth)
8. Runner (11's – youth)
9. Boundary Umpire x 1 (Youth Only)
10. Score Board at home games (Youth Only)

20. CANTEEN VOLUNTEERS

1. Assist in the canteen on a roster basis at home games and training nights. Also assist the [Canteen Coordinator](#) with jobs delegated to you to assist in the smooth running of the canteen.
2. Fill in vacant spots on the canteen roster for home games and other club events.

21. FUNDRAISING/SOCIAL SUBCOMMITTEE

Assist the [fundraising coordinator](#) by taking on tasks as delegated by fundraising/social coordinator.

22. SPONSORSHIP SUBCOMMITTEE

Assist the [Sponsorship Coordinator](#) with their role