



The Victorian Quidditch Association Annual General Meeting 2018 Committee Position Descriptions

The VQA 2018 AGM is being held on the 12th May 2018 at the Melbourne Multicultural Hub, 506 Elizabeth St, Melbourne, VIC 3000, and will feature elections for the 2018 Admin Committee, as well as discussion on any other relevant topics. The Committee consists of:

- a) a President; and
- b) a Vice-President; and
- c) a Secretary; and
- d) a Treasurer; and
- e) a Head of Officials; and
- f) a Head of Gameplay;
- g) a Head of Events and Fundriasing; and
- h) a Head of IT; and
- i) a Head of Media; and
- j) one Team Representatives per affiliated team.

The position of Team Representatives however shall not be voted on as they are chosen by the team they represent. The following pages quote some of the relevant descriptions for each position from the VQA's Constitution as well as a few more relevant details provided by past committee members.

Committee Positions and their responsibilities

President

The duties of the President shall be to –

1. *preside as chairperson over committee meetings and General Meetings;*
2. *co-ordinate the activities of the committee;*
3. *represent the Association, and act as its spokesperson;*
4. *submit reports to committee meetings;*
5. *submit an annual report to the AGM; and*
6. *perform other duties, as the Committee may resolve.*

The duties of the president include overseeing all the actions of the committee. The president makes sure everything is running smoothly and the admin team is working together to make this happen. The president also focuses on future planning to ensure the VQA continues to grow and be sustainable and affordable for all players. As president you are also responsible for crisis management should it arise and the delegation of duties to other members to ensure they get completed.

The president is also the main liaison for QA and handles most national level responsibilities. The president works especially closely with the executive committee (President, Vice-President, Secretary, Treasurer) to achieve the goals set out each meeting.

Vice President

The duties of the Vice President shall be to –

1. *attend committee meetings and General Meetings;*
2. *preside as chair over committee meetings and General Meetings in the absence of the President;*
3. *assist the President in her/his duties;*
4. *perform the duties of the President if that office is vacant;*
5. *submit an annual report to the AGM; and*
6. *perform other duties, as the committee may resolve.*

The Vice-President works closely with the president to ensure that the VQA runs as smoothly as possible. This includes providing feedback and discussion to the rest of the committee, completing a range of tasks that don't fall into the other portfolios and filling in for the president when they are unavailable, or off enjoying a well deserved break. The VP works especially with the rest of the executive to help them achieve their tasks and to provide additional perspective to the leadership of the VQA.

Secretary

The duties of the Secretary shall include to –

1. *attend committee meetings and General Meetings;*
2. *prepare agendas and minutes for General Meetings and committee meetings or delegate their preparation;*
3. *serve noticed as prescribed for General Meetings and committee meetings;*
4. *act as Returning Officer for elections, as appropriate;*
5. *ensure that inwards and outwards correspondence for the Association is handled correctly and in a timely manner;*
6. *submit an annual report to the AGM; and*
7. *perform other duties as the Committee may resolve.*

The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.

The Secretary must –

1. *maintain the register of members in accordance with rule 20; and*
2. *keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 79(3), all books, documents and securities of the Association in accordance with rules 81 and 84; and*
3. *subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents and*
4. *perform any other duty or function imposed on the Secretary by these rules.*

The duties of the Secretary are focused on administration, procedure and record-keeping. The Secretary is responsible for all the non-financial records of the VQA, including being the number one person for keeping the membership database up to date. As well as that the Secretary organises

Admin meetings, ensuring that everyone has access to agendas and information, and that proper minutes of the meeting are taken.

The Secretary is the point of contact with the state government for regulatory matters, and as such Legislation the Secretary must live in Australia. This is not required for other positions on the committee.

Treasurer

The duties of the Treasurer shall include to –

1. *attend committee meetings and General meetings;*
2. *prepare an Association Budget, at least annually;*
3. *prepare monthly financial statements;*
4. *submit an Annual Report; and*
5. *perform other duties as the Committee may resolve.*

The Treasurer must –

1. *receive all moneys paid to or received by the Association and ensure that receipts are issued in the name of the Association; and*
2. *ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and*
3. *make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and*
4. *ensure cheques are signed by at least 2 committee members.*

The Treasurer must –

1. *ensure that financial records of the Association are kept in accordance with the Act; and*
2. *coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.*

The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

The duties of the Treasurer are focused on money, finances and record-keeping. The Treasurer is responsible for leading the Admin committee on matters relating to money – they're responsible for developing draft budgets and keeping track of the VQA's spending. This can include authorising other committee members to spend money up to given limits.

Head of Officials

The duties of the Head of Officials shall include to –

1. *attend committee meetings and General meetings;*
2. *organise and schedule Head Referees for tournament games;*
3. *recruit, train and support referees within Victoria;*
4. *provide advice where appropriate on rules or refereeing matters;*
5. *liaise with external refereeing bodies where appropriate;*
6. *work with the Head of Gameplay to ensure tournament games are fair and unbiased;*
7. *submit an Annual Report; and*
8. *perform other duties as the Committee may resolve.*

As Head of Officials, your job is to do your best to have highly skilled Head Refs and Assistant Refs at all VQA Games. Like all committee members you'll attend the monthly meetings, where you'll propose and discuss with the rest of the committee ways to ensure that we maintain and improve the standard of Victorian referees. Maybe you'll run workshops, or institute a mentoring program, or distribute guides, or get the rulebook tattooed on your chest in small font.

Another main part of your role will be organising referees. For new tournaments, you'll develop a draft roster for the Admin to approve. For existing ones, you'll make sure that the referees are able to make it each week, and if they're not you'll find a replacement. As Head of Officials you'll be passionate about quality officiating at our games, and you'll be passionate for the VQA as a whole and take part in and work with the committee on other activities as required.

Head of Gameplay

The duties of the Head of Gameplay shall include to –

- 1. attend committee meetings and General meetings;*
- 2. organising the fixture, scheduling and other tasks for tournaments;*
- 3. developing gameplay standards and resources for the approval of the Committee;*
- 4. training and supporting referees within Victoria to ensure consistently high standards;*
- 5. working with the Head of Officials to ensure that tournament games are fair and unbiased; f) submit an Annual Report; and*
- 6. perform other duties as the Committee may resolve.*

Head of Gameplay's main duties are to book or help book fields for the Victoria cup and other events. Other duties include making fixtures for tournaments and appointing snitches for each match. Gameplay also oversees rules and regulations for tournaments held throughout the year. Gameplay may also be involved when teams make complaints against refereeing teams or referees, or also in the possible suspension of players.

Head of Events and Fundraising

The duties of the Head of Events and Fundraising shall include to –

- 1. attend committee meetings and General meetings;*
- 2. plan and run events such as 'Come and Try' days, conventions and social gatherings;*
- 3. recruit, train, organise and develop volunteers to assist in the Association's events and fundraising;*
- 4. work with the Head of Media and Head of IT to promote upcoming events and fundraising opportunities;*
- 5. organise supplementary merchandise for sale at events;*
- 6. explore alternate merchandise and fundraising options;*
- 7. actively raise money to financially support the Association;*
- 8. h)submit an Annual Report; and*
- 9. perform other duties as the committee may resolve.*

The role of Head of Events and Fundraising is to work together with the admin team and Events Committee in organising volunteers for conventions such as Supanova, Come and Try Days, other VQA related events and socials, and finally organising the Victoria Cup Presentation Night. They may also be required to help out with other duties the President or Tournament Directors require

throughout the year. The fundraising side of the role aims to assist with all fundraising efforts made by the VQA. They can spearhead new ideas to raise money and work with other members of the committee to see them through. They may also seek out new sponsorship opportunities for the VQA.

Head of IT

The duties of the Head of IT shall include to –

1. *liaise with relevant departments to ensure that appropriate information is distributed;*
2. *ensure that the Association's online and social media presence is vibrant and up-to-date;*
3. *submit an Annual Report; and*
4. *perform other duties as the Committee may resolve.*

The Head of IT is responsible for representing the organisation in a professional manner. They should use social media tools in a creative and engaging way in order to represent quidditch accordingly, and maintain an excitement and interest in the sport. The Head of IT should be passionate about social media, and the ways it can assist in the growth and development of quidditch as a whole. As Head of IT, your main responsibilities will be:

-Liaising with members of admin to distribute accurate and informative information via Facebook and the website

-Creating and maintaining event pages for The VQA, and potentially liaising with a graphic designer in order to have images created for said events

-Keeping the VQA Twitter account updated, at minimum, with the most recent scores from games

-Liaising with the Head of Gameplay in order to produce Highest Goalscorer and Ladder images - Working with the Head of Media to ensure photos from recent games are uploaded in a timely manner

Head of Media

The duties of the Head of Media shall include to –

1. *attend committee meetings and General meetings;*
2. *contact possible media sources to gain exposure for quidditch and the Association;*
3. *work with the Head of IT to promote the Association;*
4. *submit an Annual Report; and*
5. *perform other duties as the Committee may resolve.*

The Head of Media works to create digital media content consisting of at least videos and photography to further the publicity of the VQA and provide media content for participants throughout the year. This may include organizing photographers and videographers for Vic Cup, Vic Fantasy and Mudbash. They work with the Head of IT to create a seamless supply of this content to maximize online reach. They may also seek out external media such as newspaper or television to gain publicity and exposure for the VQA.