



BRIBIE ISLAND JUNIOR RUGBY LEAGUE

Nomination Form

ANNUAL GENERAL MEETING

Will be held at Bribie Warrigals Clubhouse

On Thursday 29th September 2022

I, _____

Of (Address) _____

Hereby nominate for the position of:

(Please tick)

- | | |
|---|---|
| <input type="checkbox"/> President | <input type="checkbox"/> Fundraising Co-Ordinator |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> General Committee |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> First Aid |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Sponsorship |
| <input type="checkbox"/> Referee Co-Ordinator | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Registrar | <input type="checkbox"/> Canteen Co-Ordinator |
| <input type="checkbox"/> Game Day Controller | |

Signature _____

Date _____ / _____ / _____

Proposed by:

Name _____

Position _____

Club _____

Signature _____

Date _____ / _____ / _____

Seconded by:

Name _____

Position _____

Club _____

Signature _____

Date _____ / _____ / _____

President – will oversee the Club operation and represent the Club at SCJRL level

Vice President – will assist the President and step in when needed

Secretary – Co-ordinate all incoming and outgoing correspondence using the correct procedures, assist the President with Governance of meetings, assist treasurer as required documentation for finance keeping. Co-ordinate roles throughout the committee positions if needed, Minute keeping and meeting requirements to meet the OFT. Submit Voucher paperwork through data entry. Booking of event dates when required

Treasurer – Finance record keeping meeting the OFT requirements, receipting, invoicing, payments and banking, payment of referees

Referee Co-Ordinator – Collate and communicate the schedule for the week, this could be two positions for Friday and 1 for Saturday to allow support of Referees

Registrar – Ensure player registrations are completed before cut-off dates, collate paperwork and insurance for SC, complete pending registration information

Game Day Controller – Friday – be the games co-ordinator for the Friday night games, ensure teams have set up and packed up the fields

Game Day Controller – Saturday – be the games co-ordinator for the Saturday games, ensure teams have set up and packed up the fields

Fund Raising Co-Ordinator - Co-Ordinate the State of Origin Raffle by advertising and arranging the ticket sales and collections. Organise and Raffles set by the Executive

First Aid – is responsible for medical kits being signed in and out. Keeping a record of supplies needed and used for stock take

Sponsorship – This person is the driver behind ensuring the sponsors are set before November 2023, work with treasurer to chase finding

Social Media – this person is to communicate game report and what's coming up through media

Canteen Co-Ordinator – Ordering, stock take, co-ordination of helpers and be available on game days

Uniform Co-Ordinator – This person will be responsible for handing out gear to paid participants and keeping a record of what sizes are given out and what is left