

BRIBIE ISLAND JUNIOR RUGBY LEAGUE

ANNUAL GENERAL MEETING

**Nomination form**

will be held at Bribie Warrigals Clubhouse  
on Wednesday 20<sup>th</sup> October 2021 at 6:00pm



I, \_\_\_\_\_

Of (address) \_\_\_\_\_

Hereby nominate for the position of:

SECRETARY / TREASURER / PRESIDENT/ VICE PRESIDENT/  
REFEREE COORDINATOR/ REGISTRAR/ GAME DAY  
CONTROLLER/ FUNDRAISING CO/ GENERAL  
COMMITTEE/ FIRST AID/SPONSORSHIP/ SOCIAL MEDIA/CANTEEN  
CO (circle one)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Proposed by:**

Name \_\_\_\_\_

Position \_\_\_\_\_

Club \_\_\_\_\_

Signature \_\_\_\_\_

**Seconded by:**

Name \_\_\_\_\_

Position \_\_\_\_\_

Club \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

All Nominations must be received by Wednesday , 6<sup>th</sup> October 2021 to Secretary: [bijrlcommittee@gmail.com](mailto:bijrlcommittee@gmail.com)

**Secretary-** Coordinate all incoming and outgoing correspondence using the correct procedures, assist the President with Governance of meetings, Assist treasurer has required documentation for finance keeping, Coordinate 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.

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

**President** – will oversee the club operation and represent the club at SCJRL level

**Vice President-** will assist the President and step in when needed

**Grounds coordinator-** Line mark fields when needed

**Game day coordinator Friday-** be the games coordinator for the Friday night games, ensure teams have set up and packed up the fields

**Game day coordinator Saturday-** be the games coordinator for the Saturday night games, ensure teams have set up and packed up the fields

**Referee Coordinator** – Collate and communicate the schedule for the week, this could be made of 2 positions one for Friday and 1 for Saturday to allow support of Referees

**Fundraising coordinator** – Coordinate the State of Origin Raffle by advertising and arranging the ticket sales and collections. Organise any Raffles set by the Executive

**Sponsorship-** This person is the driver behind ensuring the sponsors are set before November 2020, work with treasurer to chase funding

**Social Media-** this person is to communicate game reports, whats coming up through media

**Uniform Coordinator** – 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

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

**Canteen Coordinator** – Ordering, stock take, coordination of helpers and be available on game days



