



# Burleigh Bears Junior Rugby League Club

## Position Description

<b>Position Title:</b>	5 <sup>th</sup> Executive	<b>Category:</b>	Executive Committee
<b>Position Description</b>			
<p>The role of the 5<sup>th</sup> Executive is to provide knowledge and insight to the decision making process of the Executive Team.</p> <p>They will provide an impartial point of view using their knowledge and experience to ensure that the decision making process is for the greater good of the club.</p> <p>The 5<sup>th</sup> Executive member will need to be able to communicate effectively, have sound organisational skills, be able to work in a team environment, willing to contribute to group discussions and contribute ideas in a positive manner, can maintain confidentiality, have a vested interest in the running of the club and is able to liaise with club members and present these in an unbiased/impartial manner to the Executive Committee.</p>			
<b>Responsible To</b>			
The 5th Exec is directly responsible to the President and club members.			
<b>Responsibilities and Duties</b>			
<ul style="list-style-type: none"> <li>• Regularly attends Board meetings and important related meetings</li> <li>• Makes a serious commitment to participate actively in committee work</li> <li>• Volunteers and willingly accepts assignments and completes them thoroughly and on time</li> <li>• Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on reports and minutes</li> <li>• Gets to know other committee members and builds a collegial working relationship that contributes to consensus</li> <li>• Is an active participant in the committee's annual evaluation and planning efforts</li> <li>• Participates in fund raising for the organisation</li> <li>• Be available to attend training nights and assist in areas that require assistance on these days</li> <li>• Be available to attend home games and assist with running these days</li> </ul>			
<b>Time Commitment Required &amp; Period of Appointment</b>			
<p>The estimated time commitment required as the 5th Exec is 10 - 15hours per week. Hours maybe more and vary pending on home rounds and busy periods of the season.</p> <p>The 5<sup>th</sup> Executive is appointed for a 1 year period</p>			