



Burleigh Bears Junior Rugby League Club

Position Description

Position Title:	5 th Executive	Category:	Executive Committee
Position Description			
<p>The role of the 5th 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 5th 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>			
Responsible To			
<p>The 5th Exec is directly responsible to the President and club members.</p>			
Responsibilities and Duties			
<ul style="list-style-type: none">• Regularly attends Board meetings and important related meetings• Makes a serious commitment to participate actively in committee work• Volunteers and willingly accepts assignments and completes them thoroughly and on time• Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on reports and minutes• Gets to know other committee members and builds a collegial working relationship that contributes to consensus• Is an active participant in the committee's annual evaluation and planning efforts• Participates in fund raising for the organisation• Be available to attend training nights and assist in areas that require assistance on these days• Be available to attend home games and assist with running these days			
Time Commitment Required & Period of Appointment			
<p>The estimated time commitment required as the 5th Exec is 15 – 20 hours per week. Hours maybe more and vary pending on home rounds and busy periods of the season.</p> <p>The 5th Executive is appointed for a 1-year period</p>			
Honorarium Payment:			
<p>\$2000 payable at the End of Season.</p>			

