

Volunteers fill all committee roles at Imperial Calisthenic College (ICC, the college). Members of the committee meet approximately once per school term. We encourage all committee members to attend or provide a brief written report. We welcome attendance at meetings by parents of members. If you have a specific talent or area of interest, contact our president to discuss taking on a role or part role on the committee. Roles can be shared, where appropriate.

### **President**

- The official representative and contact person for the college
- Chairs college meetings
- Attends Calisthenics Association of Western Australia (CAWA) council meetings or may delegate to alternate committee member
- Investigates any official complaints in accordance with the Complaints Management Policy
- Attends college classes every few weeks
- Maintains college policies
- Prepares employment contracts and sends to coaching staff
- Signatory to bank account.

### **Secretary**

- Liaise closely with the president to ensure the smooth operation of the college
- Attends CAWA council meetings or may delegate to alternate committee member
- Coordinates the college events (for example, ticketing, catering, program)
- Coordinates trophies and awards
- Coordinates fundraising activities
- Signatory to bank account
- Attends CAWA Competitions Committee meeting on behalf of ICC or may delegate to alternate committee member
- Ensures CAWA competition day rosters are filled by college volunteers
  - if hiring someone for unfilled rosters, confirms attendance and ensures the treasurer is aware so that wages can be paid
- Maintains and distributes committee contact list
- Takes minutes of all meetings and provide copies to all committee members and others present
- Coordinates all correspondence in and out of the college, ensuring relevant parties are kept informed.

### **Head coach**

- Attends college classes every few weeks
- Appoints all coaching and cadet positions in consultation with the president
- Liaises with coaches and cadets to ensure classes are running smoothly
- Ensures all coaches and cadets maintain their accreditations
- Plans training schedule for each team at the start of the year in consultation with the committee
- Completes competition entry forms and submits to treasurer
- Coordinates the Calisthenic Skills Program.

### **Treasurer and registrar**

- Pays all wages and completes associated paperwork
- Pays all tax payments
- Pays all accounts outstanding
- Reconciles bank account on monthly basis
- Prepares and distributes all invoices
- Presents financial report at AGM
- Presents a proposed budget for the forthcoming year at AGM

- Signatory to bank account
- Receives electronic copies of completed registration, affiliation and code of conduct forms
- Keeps a record of all members including contact details and years of service
- Provides CAWA with all affiliation information in email format
- Collects competition entry forms from head coach and submits to CAWA.

#### **Head wardrobe coordinator**

- Keeps inventory of all college costumes
- Liaises with the team wardrobe coordinators and coaches to ensure all teams have costumes
- Distributes costumes to team wardrobe coordinators before competitions and collects them after competitions for storage
- Organises the construction of any new leotards or headpieces, working within an allocated budget
- Ensures all stock, for example make-up, hair spray, gel and pins, is purchased for competitions and distributes to teams as necessary
- Coordinates with the college costume designer if a new costume is required.

#### **Hall bookings officer**

- Books halls for all teams throughout the year
- Books a stage practice/s for each team at the Swan Park Theatre prior to competitions
- Books family concert venue
- Book halls on behalf of coaches for any workshops and graceful or solo/duo trainings (if required)
- Caretaker of all keys and maintains a key register.

#### **Publicity officer**

- Contacts community newspapers with upcoming event and stories
- Creates any advertising material (for example, school newsletters inserts, flyer, posters)
- Coordinates distribution of advertising materials (for example, schools, community noticeboards)
- Coordinates any other publicity activities as required
- Keeps college website and social media sites (Facebook, Instagram) up to date.

It is essential for each team to have the following:

#### **Team manager – Sub-Juniors, Juniors, Intermediates (can be shared by 2 parents)**

- Ensures the president, treasurer and coaches have an up-to-date contact list of all members of the team
- Submits completed forms received and members' start dates to Treasurer within 2 weeks of new members commencing
- Coordinates weekly parent help roster, if required
- If hall use differs from that arranged by the halls booking officer, inform them immediately
- Organises and distributes all class notes and email a copy to parents
- Initiates team social events and may enlist parent help
- Addresses the queries or concerns of any parent or team member as they arise, or directs them to the coach or relevant committee member for assistance.

#### **Team wardrobe coordinator**

- Coordinates (with the coach and head costume coordinator) all costumes required for competition/concerts
- Ensure (with the head costume coordinator) all team members are fitted with costumes and head pieces allocated by coaches
- Helps with any hand-sewing repairs that may be needed or coordinates such repairs
- Takes all costumes to the performance venue on the day
- Collect all costumes at the end of the performance (or end of year) and arranges for them to be hand washed prior to returning to the head costume coordinator for storage.

Class fee reductions will be offered to parents that fill committee roles for the 2024 year:

**\$400 reduction**

President  
Treasurer  
Secretary  
Head wardrobe coordinator

**\$100 reduction**

Team managers  
Halls booking officer

**\$50 reduction**

Team wardrobe coordinators  
Publicity officer

Consideration of fee reductions for shared and other roles not listed above, will be based on work completed and at the discretion of the committee.