



Responsibilities	
Responsibilities	Uphold the values of Mermaid Beach Physical Culture Club and adhere to the Code of Conduct
	Assist the Committee in the operations of the club, specifically introductions to New Members for a seamless transition into our club and coordinating team requirements

POSITION STATEMENT: NEW MEMBER COORDINATOR – OPERATIONS COMMITTEE		
Title:	New Member Coordinator	Purpose of the Role: Coordinate all New Member tasks
Working Group Membership:	Operations Committee	
Financial Delegation:	To be approved by at least 2 members of the Committee	

Responsibilities	
Responsibilities	Liaise with Marketing Coordinator on new prospective member updates
	Assist Teachers with greeting and introducing new members to other members & make sure they are clear of the Mermaid Procedures
	Assist Committee members in maintaining an update to date spreadsheet/database on any new members
	Knowledge of Club operations, policies and rules
	Delegate tasks as required to teachers & committee members
	Meet & Greet at Open Day, Display Day and other recruitment activities
	Display a positive and welcoming attitude and be available to answer questions during classes

POSITION STATEMENT: TEAMS COORDINATOR – OPERATIONS COMMITTEE		
Title:	Teams Coordinator	Purpose of the Role: Coordinate club team requirements such as hair accessories, make up, leotards.
Working Group Membership:	Operations Committee	
Financial Delegation:	All purchases require approval by at least 2 members of the Committee prior to purchase. Purchases over \$100 to be purchased using a club debit card or via eft bank transfer.	

Responsibilities	
Responsibilities	Liaise with teachers and assist with any team requirements.
	Maintain club leotards/performance wear and keep spreadsheet up to date of sizing etc owned by the club.
	Maintain hair and make up items and keep inventory spreadsheet up to date. Order replacement items as necessary.
	Ensure all club hair and make up items are labeled. Also print and laminate a list of all items which should be contained in each box.