

Name: _____

To-Do List

AREA	TO DO	WHO CAN	WHO DOES	DUE DATE	DONE
Contacts	Admin (and other) email – first point of contact	President Club Admin			<input type="checkbox"/>
	Social contacts – Facebook	President, PR & Coordinators			<input type="checkbox"/>
	Social contacts & updates – Web form (Wix)	President, PR			<input type="checkbox"/>
	Phone contact – enquiries	President Club Admin			<input type="checkbox"/>
Financial	Banking	President (and VP), treasurer, secretary			<input type="checkbox"/>
	Xero and other accounting	President, treasurer			<input type="checkbox"/>
	Reporting to ATO – annual declaration (AD)	President, treasurer		October 31 st	<input type="checkbox"/>
	Reporting to the Associations Branch (AD)	President		October 31 st	<input type="checkbox"/>
	Reporting to committee	President, treasurer, others			<input type="checkbox"/>
	Square Shop	President Treasurer			<input type="checkbox"/>
	Kidsports (voucher redemption and Square)	President Treasurer			<input type="checkbox"/>
	Grant applications	President, secretary			<input type="checkbox"/>
	Sponsorship	President Development			<input type="checkbox"/>
	Invoicing and payments	President, treasurer			<input type="checkbox"/>
Meetings	Conducting and reporting	President, secretary, treasurer			<input type="checkbox"/>
Events	Manage registrations, games and resulting	Registrar, events			<input type="checkbox"/>
Competitions	Manage registrations, games and resulting	President, Registrar			<input type="checkbox"/>
Trophies	Organise trophies for all competitions and events	Events			<input type="checkbox"/>
Resources	Balls, whistles, flags, trolleys, etc.	President, registrar			<input type="checkbox"/>
Game resources	Fixturing & resulting, score sheets, bylaws	President, registrar			<input type="checkbox"/>
Programs (running)	Juniors	President, registrar, coordinators			<input type="checkbox"/>
	Social	President, registrar			<input type="checkbox"/>
	WAVL	President, coordinators			<input type="checkbox"/>
Membership	Manage all memberships, including MVA and VWA, i.e., ensuring all are registered and paid	President, treasurer			<input type="checkbox"/>
	Juniors	Coordinators			<input type="checkbox"/>
	Social	President, treasurer			<input type="checkbox"/>

AREA	TO DO	WHO CAN	WHO DOES	DUE DATE	DONE
	WAVL	Coordinators			<input type="checkbox"/>
VWA	WAVL dealings, e.g., licence, fixturing, uniform enquiries, etc.	President			<input type="checkbox"/>
	Affiliation	President, secretary		Annual	<input type="checkbox"/>
	Membership (e.g., checking, tagging)	President, Club Admin			<input type="checkbox"/>
	Insurances (need to get annual updates)	President		March 31 st	<input type="checkbox"/>
	Attend meetings (e.g., AGM and club)	President		May	<input type="checkbox"/>
	Facility checks (for all programs)	President		Monthly	<input type="checkbox"/>
	Annual Awards night (part of WAVL licence)	President		TBA	<input type="checkbox"/>
MVA Organisation	Policies and procedures	President			<input type="checkbox"/>
	Facility bookings	President, DP			<input type="checkbox"/>
	Volunteer management	TBA			<input type="checkbox"/>
	WWCC (including registering, both online and locally)	President			<input type="checkbox"/>
	PO Box 1166 (checking)	President			<input type="checkbox"/>
	Storage (e.g., Google, MARC cage, homes)	President			<input type="checkbox"/>
Change of Office Bearers	Australian Taxation Office	Secretary		AGM	<input type="checkbox"/>
	VWA	Secretary		AGM	<input type="checkbox"/>
Memberships	Good Sports	President			<input type="checkbox"/>
	Peel Chamber of Commerce	President			<input type="checkbox"/>
Development	Club	Development			<input type="checkbox"/>
	Players	Development			<input type="checkbox"/>
	Coaches and Officials	Development			<input type="checkbox"/>
	Volunteers	TBA			<input type="checkbox"/>
Other					<input type="checkbox"/>
Fundraising	E.g., raffles, sausage sizzles, quiz nights	TBA			<input type="checkbox"/>
Safety	Facility checks	TBA			<input type="checkbox"/>
	First Aid kits	TBA			<input type="checkbox"/>

NOTES:
