



Position Description

Date of Issue:- 02 February 2008

Position Title:- Council Liaison

Reports To:- Secretary and Committee

Purpose of Position:- The Council Liaison has the day-to-day responsibility for dealing with the applicable councils.

Responsibilities and Duties

The Council Liaison shall:

- Liaise with Stonnington City Council and Melbourne City Council for the provision of grounds for pre-season training (January)
- Apply to SCC (Romanis and Orrong Reserves) and MCC (Fawkner Park) for use of grounds during the season
- Liaise with MCC for schedule of use of Fawkner park (may require liaison with Melbourne Grammar School also)
- Contact SCC for repairs to grounds or facilities (in conjunction with Clubhouse Manager)
- Perform handover/takeover of change rooms at the start and end of the season

Knowledge and Skills Required

Ideally the Council Liaison should be:

- Computer literate
- Experience in dealing with councils or government entities

Estimated Time Commitment Required and Period of Appointment

The estimated time commitment required as the Council Liaison is three hours per week during the season and two hours out of season.

The Council Liaison is a member of the committee appointed by the Club Committee for a period of one year. The Council liaison is an honorary position.