



East Torrens Baseball Club

Version: 1.0

Effective Date: June 2022

Position Description

Strategy & Planning Coordinator

Version Control and Change History

High level summary of change to the document

Version	Date from	Review Date	Amendment
1.0	June 2022		

1. Purpose

The Strategy & Planning Coordinator is responsible for the management of services and processes that support the core business of the Club. The Strategy and Planning Coordinator ensures that the club has the most suitable environment for its members and their activities and is focused on using best business practice to reduce overall operating costs, whilst still offering a high standard of facilities for club members now and in the future. The Strategy and Planning Coordinator is involved in both strategic planning and day-to-day operations, particularly in relation to buildings and premises.

2. Reports

The Strategy and Planning Coordinator reports directly to the President

2.1 Direct Reports

- Facilities Manager

3. Key Responsibilities

Primary responsibilities for the role of Strategy & Planning Coordinator include:

- To be well informed of all club activities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies, and procedures as well as the roles and responsibilities of all committee members.
- Attend all Committee meetings.
- Develop and implement a Strategic Intent in conjunction with the Committee that supports the objectives of the Club.
- Support the preparation of the annual budget for the forthcoming year, describing potential sources of income and anticipated expenditure to support the club's strategic intent.
- Ensure facilities, buildings, grounds and machinery are in safe working order and compliant with legislative requirements.

Position Description

Strategy & Planning Coordinator

- Liaise with the Norwood, Payneham & St Peters Council regarding any works to be performed by the council, including monitoring and management of the maintenance schedule set out in the lease agreement;
- Work within the monthly budget to for the maintain the facilities and equipment;
- Obtain quotes for works required that are outside of the budget.
- Apply for grants routinely to support the objectives and strategic intent of the Club.
- Provide a financial report at each committee meeting to support strategic planning and decision-making.
- Report activities to the membership at the AGM.
- Be fully informed about the financial position of the club at all times.
- Support the Treasurer to acquit funds received from government grants and submit the necessary financial statements where requested.
- Prepare report for inclusion in the annual report.

4. Desirable Skills and Knowledge

- Financial background and awareness of budgets, grant applications and facility maintenance.
- Good communication skills, including written and oral.
- Honesty and trustworthiness.
- Strong attention to detail.
- Well-developed decision-making skills.
- Experience with planning and operations.
- Be able to work collaboratively with other Committee Members.
- Dedicated club person and good role model when representing the committee.