Committee Roles & Responsibilities

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EXECUTIVE COMMITTEE

PRESIDENT
Objective: To ensure the club promotes the participation and achievement of its teams. Ensure the club is run efficiently administratively, financially and socially to support all on-field activities.

The President helps the committee prioritise its goals and keeps the committee on track by working within the club’s framework. At an operational level, the major function of the President is to facilitate effective committee meetings.

Responsibilities:
- Ensure committee members, team manager and coaches fulfill their responsibilities to the club.
- Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of everyone involved in the club.
- Be unbiased and impartial, give clear direction and set an example for others to follow.
- Identify and manage the club’s major sponsors.
- Attend NQ Football, Club and other meetings/forums where relevant.
- Manage/Chair committee meetings and the clubs AGM.
- Discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members in plenty of time.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the portfolio to the membership of the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for club activities.
- Be available to handle any disputes.
- Liaise with relevant stakeholders including local Council.
- Ensure the clubs financial management procedures remain on target.
- Maintain an overview of the club’s strategic planning process.
- Ensure at all times the management of the club remains positive and progressive and the objects and aims of the club are respected and observed.
Committee Roles & Responsibilities

VICE PRESIDENT

Objective: The Vice President is responsible for assisting the President to fulfill his/her responsibilities for the governance and success of the club.

Responsibilities:

- In the event of the President being unable to fulfill his/her duties to step into that role.
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively.
- Be an alternate signatory for the Club for legal purposes and financial purposes.
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees.
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required.
- Represent the Club at meetings and forums as agreed with by the President.
- Other duties as nominated by the President and / or Committee’.
Committee Roles & Responsibilities

SECRETARY

Objective: The club secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders. The secretary understands, maintains and monitors all club operations and works closely with the Club President to ensure efficient operations of the club.

Responsibilities:

- Assist the President in all duties as it is required to ensure the effective and efficient operations of the Club.
- Establish a meeting schedule for General and Executive Committees for the current year.
- Establish a calendar of events (includes competition information, meeting information, home game information and any other relevant events) for the committee for the current year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President / Vice President.
- Collect and collate reports from office bearers.
- Prepare minutes of all committee meetings of the club, distribute them in accordance with the club’s Constitution and file appropriately.
- Collate and arrange for the printing of the annual report.
- Prepare a comprehensive report of all activities of the club for presentation to members at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain registers of members’ details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition and any other body that has governance. Give advice to the President and committee as required.
- Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the club are current.
- Coordinate team reports for club newsletter, email.
- Act as the Public Officer of the club.
- Maintain Blue Card register.
- Complete annual statements as required by the Incorporations Act.
- Maintain sponsorship records.
- Manage and maintain keys for the club and record appropriately.
- Manage and maintain Club Documentation – policies, procedures, forms, processes.
- Ensure club documentation is reviewed as required and endorsement is made as required.
- Notice to relevant stakeholders regarding changes to committee members and key contacts.
- Ensure committee members, team manager and coaches fulfill their responsibilities to the club.
- Attend NQ Football, Club and other meetings foraums where relevant.
- Manage/Chair committee meetings as required.
- Be available to handle any disputes.
- Liaise with relevant stakeholders including local Council.
- Assist other committee members as required.
Committee Roles & Responsibilities

**TREASURER**

**Objective:** To ensure that a financial management and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club at all times.

**Responsibilities:**

- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Report to the General Committee on a monthly basis – report to highlight income, expenditure and a budget plan of expected expenses / revenue etc.
- Ensure all staff, team managers and coaches do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Be responsible for and manage all club floats for club activities (canteen, raffles, home games etc).
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Be responsible for all monies and closing of till at the club house.
- Understand the POS and undertake activities as required.
- Present all accounts for payment for approval.
- Establish and maintain processes for all club purchases within the club.
- Arrange invoices for periodical payments.
- Make details of all accounts available to the club committee and members as provided in the Corporate Affairs Act.
- Organise collection of funds from various events for banking.
- Oversee and seek reports of all other accounts held by sections of the club.
- Ensure all taxation commitments are met by the club.
- Ensure the club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several signatories – two on each club cheque.
- Monitor sponsorship funds.
- Attend club meetings each month and report accordingly.
- Be responsible for one (of the two) purchase cards.
- Undertake payments on club items as required.
Committee Roles & Responsibilities

REGISTRAR

Objective: To manage and administer the club’s membership / registrations in an effective and efficient manner.

Responsibilities:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposal for membership / registration fees and arrangements for the ensuing season for consideration by the General Committee.
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner.
- Create / maintain and manage new / existing registrations via playfootball.com.au and the clubs POS system.
- Provide the committee with recommendations for improvements to membership / registration practices for consideration prior to the Annual General Meeting.
- Monitor club registration fees in accordance with payment dates set by the club.
- Attend and provide accurate reporting at committee meetings.
- Manage / maintain Ezidebit system / payment & records.
- Provide membership / registration packages to all members, including life members.
- Ensure life members receive their memberships prior to the commencement of the season.
- Provide all members’ details to the Secretary to maintain the club database.
- Understand playfootball.com.au system.
- Implement Privacy Act regarding all membership information.
- Check club bank account & email address on a daily basis for updated Registration information.
- Process registrations via playfootball.com.au as required for members (players, volunteers, coaches etc).
- Create and organise Junior teams via playfootball.com.au
- Maintain member details as required by playfootball.com.au
- Ensure all correct and current team lists are input to SportingPulse prior to commencement of round 1 of the season.
Committee Roles & Responsibilities

CLUB COACHING COORDINATOR

Objective: The Coaching Coordinators role is to support the growth in coach engagement in within the Club. The Coaching Coordinator contributes to the ongoing development of the club and offers excellent customer service, as well as a high standard of service delivery. The Coaching Coordinator handles all coaching related matters of the Club.

Responsibilities:

• Ensure all club coaches hold appropriate qualifications.
• Ensure there are enough coaches for the club’s requirements.
• Develop a budget for the club’s coaching accreditation program.
• Provide all relevant information to the Secretary to ensure records of club coaches and coaching qualifications are maintained.
• Arrange appropriate coach training sessions, locations, dates and times.
• Be available for gradings and to assist at games if necessary.
• Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner.
• Enhance feelings of self-confidence and self-esteem within the club coaches.
• Meet regularly with coaches to discuss performance and provide feedback.
• Arrange for, and conduct where appropriate, assessments of the club’s coaches.
• Encourage maximum participation from the club’s coaches.
• Liaise with other Committee members regularly.
• Have a sound understanding of the club’s rules and regulations.
• Continually seek out potential coaches and recruit whenever possible.
• Attendance at Coaches and Managers meeting and General Committee meetings.
• Attend and provide a report at each committee meeting.
• Keep the Committee informed of all relevant matters.
• Assist with activities and events associated to the club.
GENERAL COMMITTEE

CANTEEN COORDINATOR

Objective: To ensure the appropriate management of the club’s canteen on match days and training days, and at other events and functions nominated by the Committee.

Responsibilities:
- Establish canteen operating hours
- Ensure a volunteer canteen roster is in place
- Order all food and drink items considered necessary to stock the canteen at the beginning of / and during the season.
- Arrange pick up/delivery/payment of all canteen items.
- Ensure the canteen is regularly re-stocked throughout the season.
- Supervise canteen staff as required and assist during busy periods.
- Obtain, and account, for any floats that are required from the Treasurer.
- Monitor sales to ensure the canteen is not overstocked on certain items.
- Maintain appropriate records as required by the Treasurer and/or Committee.
- Ensure that the canteen and its contents are secure at all time.
- Attend and provide a report at each committee meeting.
- Keep the Committee informed of all relevant matters.
- Assist with activities and events associated to the club.
- Ensure food is prepared and maintained in accordance to local health & safety regulations.
- Ensure canteen facilities are cleaned and maintained in accordance to local health & safety regulations.
- Be responsible for one (of the two) Club Purchase cards.
- Assist with purchases of other club items as required by the Treasurer and/or Committee.
Committee Roles & Responsibilities

MERCHANDISE & EQUIPMENT OFFICER

Objective: To provide support to the Committee members to ensure the efficient management of Club merchandise and equipment. Coordinate the management and maintenance of all playing, training & field equipment belonging to the club.

Responsibilities:
- Maintain a register of equipment including its movements, replacement and maintenance
- Allocate equipment (kit bag consisting of playing shirts, bibs, balls, cones, first aid kit) to each team at the commencement of each season and collect the same at the conclusion of each season
- Provide advice to the Committee regarding any equipment which needs replacing or repairing
- Facilitate storage of equipment
- Conduct an annual audit before the commencement of each season
- Assist with activities and events associated to the club
- Attend Committee meetings
- At the commencement of the season, perform a stock-take of team apparel and other club equipment.
- Identify new uniform requirements and work with the club Secretary to obtain quotes and submit orders.
- Identify the number of footballs required and work with the club Secretary to obtain quotes and submit orders.
- Maintain records of uniforms issued.
- Arrange for the safe storage of uniforms and other club equipment during the off season.
- Encourage players and club officials to respect the club’s gear and equipment at all times.
- Attend and provide a report at each committee meeting.
- Keep the Committee informed of all relevant matters.
- Assist with activities and events associated to the club.
MEDIA OFFICER

Objective: Manage and maintain the clubs media outlets (Webpage & Facebook). Use social media applications to promote the club (its Sponsors, Players, Members and Supporters).

Responsibilities:

- Manage & maintain the clubs media publications includes but not limited to Club Webpage & Facebook.
- Ensure that the club’s sponsors receive maximum exposure in all spheres.
- Develop club social media presence.
- Publish & promote important club news and events – this includes the promotion of NQ Football and Qld Football information as it is relevant.
- Keep followers engaged.
- Publish important club information (junior & senior information).
- Engage followers to transform visitors into advocates for the club.
- Work with committee members to create relevant content.
- Deliver regular updates to followers.
- Develop and implement a marketing plan that will better market and promote the club.
- Write and issue regular media releases concerning upcoming events, interesting personalities and club activities and achievements.
- Assist in the preparation and publication of club newsletters.
- Act as a liaison officer for the media at all club events and functions.
- Assist with social media enquiries or direct them to the appropriate committee member.
- Retain visitors through one on one interaction.
- Undertake duties as directed by Executive Committee.
- Attend and provide a report at each committee meeting.
- Keep the Committee informed of all relevant matters.
- Assist with activities and events associated to the club.
- Keep the Secretary and Committee informed of all media activities.
- Create a positive general public awareness of the club and its activities.
Committee Roles & Responsibilities

SENIOR MENS REPRESENTATIVE
Objective: To act as the first point of contact for all Senior members / players and provide the coordinating link between members and the committee.

Responsibilities:
- To ensure that player grading processes are scheduled and communicated to all seniors in the week following sign-on
- Assist the registrar to place all senior players in a team
- To ensure the smooth running fixtures at home grounds
- To assist in the organisation of the Senior Presentation at the end of the season and ordering of trophies.
- To provide regular communication to the senior players on important events
- To provide recommendations to the club’s committee on the need for any changes
- To coordinate volunteers to assist with senior home games, events, fundraising and anything else required
- Keep the Committee informed of all relevant matters.
- Assist with activities and events associated to the club.

JUNIOR REPRESENTATIVE
Objective: To act as the first point of contact for all Junior Coaches / Managers / members / players and provide the coordinating link between them and the committee.

Responsibilities:
- Communicate information as directed by the committee to all coaches/managers/members and players
- To ensure that player grading processes are scheduled and communicated to all juniors in the week following sign-on
- In conjunction with the Registrar, place all junior players in a team and ensure playfootball.com.au information is correct
- To ensure the smooth running fixtures throughout the year
- Coordinate & manage the Junior Team Photos during the middle of the season
- Coordinate & manage the Junior Presentation function at the end of the season and ordering of trophies
- To provide regular communication to the junior players on important events
- To provide recommendations to the club’s committee on the need for any changes
- To coordinate volunteers to assist with events, fundraising and anything else as required
- Keep the Committee informed of all relevant matters & attend committee meetings.
- Assist with activities and events associated to the club.
LADIES REPRESENTATIVE

Objective: To act as the first point of contact for all Ladies players and provide the coordinating link between members and the committee.

Responsibilities:
- To ensure that player grading processes are scheduled and communicated to all ladies players in the week following sign-on
- Assist the registrar to place all ladies players in a team
- To ensure the smooth running fixtures at home grounds
- To assist in the organisation of the Senior Presentation function at the end of the season and ordering of trophies.
- To provide regular communication to the players on important events
- To provide recommendations to the club’s committee on the need for any changes
- To coordinate volunteers to assist with home games, events and anything else as required
- Keep the Committee informed of all relevant matters & attend committee meetings.
- Assist with activities and events associated to the club.

JUNIOR VOLUNTEERS

Objective: Assist the Junior Representative as required to ensure the club operations for Juniors run smoothly at all times.

Responsibilities:
- Assist with the Junior Team Photos during the middle of the season
- Assist with the Junior Presentation function at the end of the season and ordering of trophies
- Assist with regular communication to the junior players on important events as directed by Junior Representative
- Assist with events, fundraising and anything else as required
- Keep the Committee informed of all relevant matters & attend committee meetings.
- Assist with activities and events associated to the club.
Committee Roles & Responsibilities

SENIOR VOLUNTEERS

Objective: Assist the Senior Representative as required to ensure the club operations run smoothly at all times.

Responsibilities:

- Assist with the smooth running fixtures at home grounds
- Assist in the organisation of the Senior Presentation function at the end of the season and ordering of trophies.
- Assist with home games, events, fundraising and anything else as required
- Keep the Committee informed of all relevant matters & attend committee meetings.
- Assist with activities and events associated to the club.