

BRIEF STATEMENT OF DUTIES FOR A.G.M. POSITIONS

(revised 04.11.24)

Executive Members

President

Executive Committee member. Required at all Committee Meetings. Leadership, integrity and involved in all aspects of the club, ensuring it is run efficiently, effectively, financially, administratively and socially to support all on field activities. Chair meetings, be an effective communicator, have negotiation and dispute handling skills, constitutionally alert, liaise with all levels of governing bodies and committee. Experience and knowledge of club procedures and policies.

Secretary

Executive Committee member. Required at all Committee Meetings. Receive and respond to all aspects of correspondence, record and distribute correspondence, formulate agendas in consultation with the President, record keeping in Sharepoint site and communication. Familiar with club roles, competitions, constitution, bylaws, policies and governance. Experience in aspects of interaction with committee, members, council, governing bodies and clubs. Should be an effective communicator, have computer skills.

Treasurer

Executive Committee member. Required at all Committee Meetings. Manage club finances - position of responsibility managing significant funds. Honesty, integrity, extensive financial knowledge and experience with club functioning and procedures. Use of Quick Books and taxation reporting. Good record keeping, reporting and communication skills. Includes Role of Public officer.

Technical Director

Executive Committee member. Required at all Committee Meetings. Provides assistance and direction to age coordinators, organise coaching courses, monitor and mentor all club coaches, promote positive culture and inclusive practice. Assist with the development of coaches to provide players with the best possible skill levels and experience. Includes Club Coaching Coordinator role (Attend FA/NNSWF courses & workshops. Provide coach support, provide access to resources and conduct coaching courses. Organise Coach Education. Northern NSW mandatory role)

Vice President Seniors

Executive Committee member. Required at all Committee Meetings. Involvement in all aspects of male and female senior football. Contact person for any communication to senior coaches and managers. Organises Team Placement sub group and assists with organising Coaches for Senior Teams. Coordinates Preseason Coaches/Managers meeting for Senior teams. Coordinates the Senior Presentation including venue, entertainment, including trophies/medallions and team photos. Liaises with Registrar in regards to team lists and player registration. Manages disciplinary decisions in Seniors.

Vice President Junior Competitive

Executive Committee member. Required at all Committee Meetings. Involvement in all aspects of junior competitive ages. Involved with Grading as per Grading Coordinators request. Assist in appointment of coaches. Contact person and communication with junior coaches and managers. Organise Team sheets for Registrar for submission to FFNC. Organise Coaches and Managers Meeting (season beginning). Coordinates the Junior Presentation including trophies/medallions and team photos.

Vice President Minirooms

Executive Committee member. Required at all Committee Meetings. Involvement in all aspects of non-competitive Minirooms. Contact person and communication with Minirooms coaches and managers. Coordinate team placement and appointment of coaches. Organise Minirooms Coaches Meeting (season beginning). Coordinates Minirooms Presentation including trophies/medallions and team photos. Looks to improve and grow Minirooms.

Registrar

Playfootball Administrator. Required to be aware of and meet deadlines for Team Submissions preseason. Provide Senior and Junior VP with player registration lists for team placement. Ensure all FFNC procedures are followed. Monitor late registrations and manage Waitlist. Submit entries for Champion of Champions Tournament at end of season.

General Members

Assistant Treasurer

Assist Treasurer carries out agreed duties with Treasurer. Banking signatory.

MPIO (Member Protection Information Officer) (Mandatory. Male and Female)

Knowledge of member & child protection laws. Successfully complete MPIO course. Playfootball access required. Listen & respond effectively, impartial, discrete, with good communication skills. Contact person for members, reports directly to President. Responsible for WWCC management.

Sponsorship Coordinator

Manage the Sponsorship Package. Liaise with the sponsor, coordinate the agreement, ensure the agreement is carried out. Coordinate invoices and shirt orders with appropriate committee. Attract sponsorship, if possible, in conjunction with those who have contacts.

Sponsorship Assistant

Assist Sponsorship Coordinator as required.

Female Development Coordinator

Implementation of support programs to increase participation, retention and enjoyment of female players, coaches, volunteers and referees. Co-ordinates Female Football Week activities. Assists with Junior Girls teams muster and placement. Assists with Senior Female team placement.

Canteens Stock Coordinator

Order all stock and maintain throughout the season, liaise with supervisors for all home games and ensure a roster is organised for team workers. Particularly busy for Minirooms carnival and Oceania Cup.

Food Safety Officer (Mandatory)

Manages safety signage in canteen, and ensures canteen meets Council Food Safety policies. Mandatory Role and requires a Food Safety Certificate.

Program Development Officer

Work with TD & VP's to organise programs such as SAP, Kick Off Programs, Juggling Club, Girls Spring training, Holiday Clinics, Minirooms Instructing Referees.

Website Coordinator

Computer skills and knowledge to maintain, develop website. Update with information needed by members. Monitor the content.

Social Media Coordinator

Update and maintain Social Media presence. Ensure posts are consistent with branding, look and feel. Monitor comments and delete/block anything outside community standards. High workload and is ongoing all year.

Playing Strip & Equipment Coordinator

Order new playing strip. Order balls, socks, shorts and other equipment as required with committee approval.

Merchandise Coordinator

Order club apparel and merchandise. Stocktake during and end of the season for future orders.

Fundraising Coordinator

To raise additional funds for the club through organised events as well as assisting with social events that raise funds. Organise a variety of social events for the club and liaise with committee.

Volunteers Coordinator

Generates and maintains a list of volunteers (non-committee people that have nominated to help the club) and coordinates assistance for various club activities as required.

Oceania Cup Coordinator

Coordinate the organisation of Oceania Cup & manage a subcommittee.

Grants Coordinator

A person with skills to source, apply for and manage the complexity and number of grants available. Seek a list of priority needs for Grant applications. Communicate with committee who can contribute collectively or individually to assist with grant applications. Report to President or Executive prior to submission.

Grants Assistant

Assist Grants Coordinator as required

Canteen Supervisor/s CP & GW

Ensure the smooth running of the canteen and supervise volunteer workers, report stock needs to coordinator, ensure everything is clean and tidy for the following day/week. Required during match days.

Licensee

Comply with all Liquor Licencing bodies, police and council. Ensure dates are applied for and laws followed. Purchase alcohol and set prices. Obtain RSA's to assist if necessary. Manage Roster of Bar Staff.

Gear Steward

Organisation and distribution of coaching equipment & playing strip at the beginning of the season. Timeframes revolve around training, grading and competition start. Check gear at end of season. Keep records of distribution and return. Request to appropriate committee for new purchases.

Facilities Maintenance Coordinator

Monitors and maintains safety and condition of Crawford Park and Geoff Watt buildings. Organises Working Bee's as/if required. Manages cleaning schedule of facilities. Advises Executive on requirements.

Wet Weather Grounds Inspector

Check grounds during wet weather and determine suitability for play & training, advise Website and Social media coordinators, VP's, and contact FFNC (if game days). 3 people ideally.

Roadside Sign Officer

Place up to date information on roadside sign, as necessary.

Miniroos Support Roles

Miniroos VP Assistant

Assist the Miniroos VP as required. Help with Team formations and managing placement requests. Help run Miniroos Presentation.

Miniroos Carnival Coordinator

Coordinate the running of the Miniroos Carnival that is held in August. Manage a subcommittee that meets throughout the year as things are planned.

Miniroos Roster Coordinator

Create and manage the Geoff Watt Field Setup and Canteen Support Roster for Saturday mornings. Advise teams of their duty, and advise Social media of Roster for posting each week.

Miniroos Carnival Submissions

Promote Miniroos Carnivals (at other clubs) to teams, and coordinate entry submissions. There is roughly one carnival a month.

Miniroos Team Coordinator

Assist VP in the management of Team Placement requests, and organising team and coach placements. Busy until mid March. Assist the VP with pre-Season information days.

Ground Setup Supervisor Geoff Watt (Sat)

Open up Geoff Watt Clubhouse and organise Field Setup with team support. Also assist with Canteen setup, placement of signs, check toilets. Required onsite from 8am to 9am on Saturday mornings when games are on.

Miniroos Refs Coordinator

Organises training and roster for Assisting Referees for U10 and U11 games at Geoff Watt.

Junior Support Roles

Juniors VP Assistant

Assist the Juniors VP as required. Help run Juniors Presentation.

Junior Grading Coordinator

Appoint appropriate graders for each age group. Select days/times for grading schedule and organise a grading process, including GK's. Obtain age-based registration lists from Registrar. Consult previous year's coaches at the end of grading, and before team announcements. Player Profiles from 11's coaches are helpful. Confirm team lists with the Junior VP. Assist with coach appointments.