



Job Description - President

The role of the President is to provide the principle leadership and responsibility for the organisation and the Committee.

Desirable Attributes:

The President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club/Sporting Group
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)
- be a competent public speaker

Specific duties include but are not limited to:

- To ensure Committee meetings are chaired correctly
- Act as a signatory for the Club in all legal purposes and financial purposes
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure.
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Work with the Committee to ensure:
 1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- Work with the Board to manage a budget for football
- Serve as a spokesperson for the Club when required
- Ensure communication is regularly and systematically with the Presidents of the member Clubs, the league, association and or parent body
- Ensure the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.



Job Description – Football Operations Manager

Objective

- To co-ordinate all off field football activities for the Clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level
- To provide support to the Board and Committee members to ensure the efficient operation of the Club

Responsibilities

- Assist other Committee members in their duties as required

Pre-Season

- Coordinate formulation of the Football Operational Plan.
- Formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed.
- Ensure that all contacts fall within the allocated budget and that variations are brought to the Club Treasurer and President prior to the Club being committed to the variation.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Negotiate all clearances and player registrations in accordance with the league rules

During season

- Provide documentation in consultation with the Treasurer, all player payments and coaching fees.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order including match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Coordinate submission of running sheets and match reports after both home and away games.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.

Relationships

- Supports the coach, match committee, football support staff including team managers, trainers, runners, boundary umpires and time keepers
- Liaises with official Club suppliers & other key stakeholders



Job Description – Vice President

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Board and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation, although that may not always be the case.

Desirable Attributes:

The Vice President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- have a good working knowledge of the League, rules and duties of office bearers
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Board in other forums
- be a competent public speaker

Specific duties include but are not limited to:

- In the event of the President being unable to fulfil his/her duties to step into that role
- Assist the President in deciding which matters are dealt with by the Executive, the full Board and delegated to Committees
- Coordinate planning to ensure appropriate plans are developed, presented to and reviewed by the Board, and enacted as required
- Ensure that there is representation at the Board meetings and forums as agreed with by the President



Job Description – Secretary

Desirable Attributes:

The Secretary should:

- be organized
- have computer skills
- be a good communicator
- be able to maintain confidentiality

Administrative roles include:

- Ensure management with Minutes of Board meetings, including either recording the Minutes or ensuring a Minutes Secretary does so
- Develop meeting agendas in consultation with the President and other Board members and distribute prior to the meeting
- Be familiar with all current League documents
- Ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorize people to help with the Board's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- Ensure that the records of the League are maintained as required by law and made available when required by authorized persons. These records may include founding documents, lists of Board members, Board meeting Minutes, financial reports, and other official records
- Ensure that official records are maintained of members of the League and Board. He / she ensure that these records are available when required for reports, elections, referenda, other votes, etc.
- Ensure an up-to-date copy of the Constitution and bylaws at all meetings.
- Ensure that proper notification is given of Board and League meetings as specified in the rules
- Manage the general correspondence of the Board
- Help and lead the Board in providing systematic communication from the organization to League members and other relevant stakeholders
- Provide a summary of Board Minutes for distribution to all members via website and noticeboards
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.



Job Description – Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the League to allow the Board to provide good governance. The Treasurer is responsible to monthly report on the League's financial status to both the Board and members.

Desirable Attributes:

- Good Organisational Skills
- Has significant financial expertise
- Ability to maintain accurate records
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Board in their management of finances
- Administer all financial affairs of the East Sunbury Football Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Board for approval
- Ensure development of financial policies and procedures and annually review them.
- Support any required auditing processes
- Ensure receipt of all incoming monies
- Ensure all monies received are banked
- Arrange payment of all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly Football Committee meetings
- Arrange and despatch invoices for periodical payment
- Keep accurate record of all membership payments
- Be a signatory on bank account



Job Description – Committee Members

Role and Responsibility

- Plan for the future
- Proactively manage our relationship with key funding sources and sponsors
- Balance and develop the skills within our Committee
- Provide leadership for all those in our Club
- Create an environment which gives all members the opportunity to develop to the best of their ability
- Conduct the business of the Club through Sub-Committees and appointed officers as required on such terms and conditions as it believes appropriate.
- Seek and manage appropriate sponsorship for the Club
- Be active in the development of players, officials and administrators by setting and maintaining quality standards
- Set budgets and be diligent and accountable for the funds
- Understand the issues, priorities and needs of our parents, players, volunteers and administrators
- Make decisions about what we most need to know, and then employ the best resources to get the knowledge we need.
- From time to time in accordance with the Constitution, make decisions for the conduct of its own proceedings, the control of its funds and property, and efficient management of its administration.
- Subject to the relevant Certified Agreements, the Committee may appoint staff as it decides is necessary to maintain efficient operation of the Committee.
- Systematically seek input and feedback from our members on what we are doing and how we are doing it, and publish this feedback on our website