

COMMITTEE POSITION DESCRIPTIONS



| | |
|--|----------|
| Executive Management | 2 |
| President | 2 |
| Vice-President | 2 |
| Treasurer | 3 |
| Secretary | 3 |
| Football Operations Manager..... | 4 |
| General Committee | 5 |
| Registrar..... | 5 |
| Communication and Marketing Coordinator..... | 5 |
| Auskick Liaison..... | 5 |
| Girls Football Coordinator | 2 |
| Council and Ground | 2 |
| Non-Committee Positions | |
| Football Operations Sub-Committee | 7 |
| Coaching Coordinator..... | 7 |
| Team Manager Coordinator | 7 |
| Umpire Coordinator | 7 |
| Team Coordinator | 8 |
| Finance Sub-Committee | 9 |
| Sponsor Coordinator | 9 |
| Merchandise Coordinator..... | 9 |
| Sales and Events Coordinator..... | 10 |
| Auskick Coordinator (Non Committee)..... | 10 |

EXECUTIVE MANAGEMENT

PRESIDENT

Objectives

- To provide strong, efficient and effective leadership for the Club
- To ensure the Club promotes the participation and achievement of all junior members
- Ensure the Club is run efficiently administratively, financially and socially to support its on field activities
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club
- To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit

Responsibilities

- Ensure sub committee and committee members fulfil their responsibilities to the Club
- Preside at all meetings of the Club Committee
- Report activities of the portfolio to the membership at the Annual General Meeting
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the Executive or General Committee

Relationships

- Reports to the Members and General Committee of the Club
- Acts as or ensure his/her delegate acts in the best interests of the Club at League, or Delegates Meetings
- Supports all players and club volunteers

Accountability

- The President is accountable to the Members and the General Committee
- Provide a report on portfolio operations to the monthly Committee meeting
- Seek ratification from the Executive prior to committing the Club to any financial expenditure or action

An effective President needs to be:

- Well informed on all club activities: for example, know about the club's current financial position, each of the programs run by the club, who is in charge of them and the number of teams within the club
- Aware of the future directions and plans of the club
- Have a good working knowledge: familiarity with the constitution, club rules and duties of office bearers and committees – it is highly recommended that the President has served on the committee for at least one season
- Manage committees and/or executive meetings: ensure that all matters are discussed and the best decisions made, without lengthy meetings
- Chair the club's annual general meeting: see that the agenda is followed, all business is completed, awards or presentations made and speakers welcomed
- Represent the club at local and regional levels: for example, a meeting called by your league or council.

- A supportive leader for all club members: listen to other people's suggestions (not just the committee members) and act on them
- A facilitator for club activities: encourages and motivate members to ensure that planned activities go ahead
- Prepared to ensure planning and budgeting occurs: planning and budgeting for the future should be carried out in accordance with the wishes of the club members

A good President should be able to:

- Lead without controlling
- Involve club members in decisions that affect them
- Stimulate balanced discussion
- Time meetings to finish on time
- Encourage focused discussion and keep meetings on track
- Negotiate successfully between members and listen

VICE-PRESIDENT

An effective Vice President supports the President in achieving their roles and responsibilities and in their absence, acts on their behalf.

Objectives

- To provide support to the President of the Club
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Ensure the effective and efficient operation of the Executive and all football operations
- Preside over meetings in the absence of the President
- Oversee recruitment of committee members and non committee volunteer positions
- Assist other Committee members in their duties as required
- Undertake tasks/projects at the request of the President, Executive or General Committee

Relationships

- Reports to the President and General Committee of the Club
- Supports all coaches, players, support staff and volunteers
- Liaises with the Executive
- Liaises with official club suppliers and other key stakeholders

Accountability

- The Vice President is accountable to the President and the General Committee
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

TREASURER

The treasurer is responsible for the financial management of the club including reporting on what has happened to the club's funds and devising the most effective methods of using all available funds.

Objective

- To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Prepare the annual budget of the Club for presentation at the February Committee meeting (the draft budget having earlier been formulated by the Club Executive)
- Ensure all Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee
- Promptly attend to general banking activities
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts
- Report monthly to the Club Committee on budget performance.
- Present all accounts for payment for approval
- Prioritise payment of accounts
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act
- Oversee and seek reports of all other accounts held by sections of the Club
- Manage any overdraft facility held by the Club
- Ensure any surpluses are invested wisely after approval by the Committee
- Ensure all taxation commitments are met by the Club
- Issue tax certificates to employees as required under the Act
- Ensure the Club finances are correctly audited
- Report activities of the portfolio to the membership at the Annual General Meeting
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

Relationships

- Reports to the Club Committee
- Liaises with the Executive
- Liaises with official Club suppliers and other key stakeholders

Accountability

- The Treasurer is accountable to the President and the General Committee
- The Treasurer shall seek ratification from the General Committee of a Club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approve
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions

Typically, duties for the treasurer may involve:

- Issuing receipts and promptly depositing all monies received
- Making all payments and keeping accurate, up to date records of income and expenditure
- Ensuring that adequate accounts and records exist regarding the club's financial transactions
- Being the signatory on club cheques, with at least one other
- Preparing regular bank account reconciliations
- Being responsible for the club's petty cash
- Invoicing members for items/services provided, e.g. equipment, uniforms
- Being fully informed about the financial position of the club at all times
- Preparing budgets for the forthcoming year describing potential sources of income and expenditure
- Presenting regular breakdowns of income and expenditure to the management committee
- Preparing and presenting financial statements to committee meetings and for the annual report
- Investing surplus funds
- Managing club investment programs
- Negotiating with banks for loans, overdraft facilities and mortgages
- Handling tax returns if applicable
- Preparing annual financial accounts for auditing, and providing the auditor with information as required
- Ensuring annual returns and statement of accounts are filed with the Commission for Corporate Affairs
- Ensuring GST compliance
- Ensuring invoices are valid tax invoices and that suppliers issue valid invoices

SECRETARY

The secretary is often the first person an outsider contacts, therefore the position of secretary is critical to the successful management of any club. The secretary is the club's chief administration officer and provides the link between members, the club executive committee and outside agencies such as other local clubs, the SMJFL and Glen Eira Council.

Objectives

- To ensure that appropriate administrative support is provided to the President, General Committee and sub committees
- To provide a "whole of club" planning focus to ensure the overall efficient management of club functions
- To manage business considered by the Club Committee
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Establish a planning calendar for the year
- Provide a coordinating and support role for Club sub committees
- Provide secretarial support to the Committee
- Maintain an accurate copy of the Rules and By-Laws of the Club and the SMJFL
- Maintain a complete record of all activities of the Club
- Be familiar with the rules of the Club, League, State Body, SMJFL and any other body that has governance to give advice to the President and Committee as required
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club
- Receive all correspondence directed to the Club
- Prepare and send correspondence in accordance with the direction of the President and Committee
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee
- Be a signatory to the club bank account and sign off on transactions auctioned by the treasurer
- Regularly check the club's post office box

Relationships

- Reports to the Club Committee
- Liaises with the Executive
- Liaises with sub committees

Accountability

- The Secretary is accountable to the President and the General Committee
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

As secretary a club needs someone who can:

- Communicate
- Think clearly
- Maintain confidentiality on relevant matters
- Manage and supervise others (in relation to secretarial duties)
- Organise and delegate tasks
- Have attention to detail
- Appreciate a sense of urgency

Time Required

This is a fairly time heavy position. The club secretary can require from 5 to 10 hours a week depending on the time of season. The secretary needs to be in control of emails and phone messages/texts at all times, responding in a timely manner to all approaches.

Secretarial duties

- Preparing for meetings
- Maintaining club records through SMJFL Sporting Pulse
- Maintaining membership records through SMJFL Sporting Pulse
- Dealing with SMJFL and Glen Eira Council correspondence

FOOTBALL OPERATIONS MANAGER

The Football Operations Manager is the Club expert on all football related matters.

Objectives

- To oversee all football related matters across the Club
- Provide leadership to all football coaches, players, support staff and volunteers
- To promote best practice football operations within the Club and seek continual improvement from the football department

Responsibilities

- Ensure the effective and efficient operation of all football operations
- Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on field performance is maximised
- Oversee the football development program so that participation at all junior levels is maximised
- Ensure that all coaches and support staff are carrying out their duties as required
- Ensure that the relevant volunteers have the appropriate level accreditation and are versed with Club policies and procedures
- Oversee recruitment of coaches and players according to policies outlined by the Club Committee
- Ensure that the President and Vice President are kept informed of all football related matters

Relationships

- Reports to the President and General Committee of the Club
- Supports all coaches, trainers, parent umpires, players and additional support staff
- Liaises with the Executive

Accountability

- The Football Operations Manager is accountable to the President and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

GENERAL COMMITTEE

REGISTRAR

The role of the Registrar is to coordinate all registrations at the start of the season.

Objectives

- To ensure all players are registered or transferred in accordance with the league rules and regulations

Responsibilities

- Register all new players within the league guidelines
- Register copy of injury reports
- Process insurance claims
- To follow up with teams and ensure players are registered and able to play
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate

Relationships

- Liaises with the Secretary and Treasurer
- Liaises with all club members

Accountability

- Reports to President and General Committee

COMMUNICATIONS AND MARKETING COORDINATOR

Objectives

- To promote and market the club in a positive light at all times

Responsibilities

- Set up (prior to commencement of season) and maintain (throughout the season) the main CBJFC communication hub – Team App
- Place general club communications on Team App
- Prepare or organise a person to update club website
- Coordinate the creation and provision of any visual graphics and printing required by the club through third party suppliers within approved budget, ie season start flyers, billboards, social event advertising
- Prepare or organise a person to create and distribute weekly club newsletters
- Assist with attracting and securing sponsorship by providing support to Sponsorship Coordinator with artwork/graphics
- Place sponsorship in newsletters and on website as provided by Sponsorship Coordinator
- Actively seek positive media exposure for the CBJFC
- Main contact person for all media requirements

Relationships

- Reports to the Club Executive
- Liaises with the Club Committee
- Liaises with all media outlets

Accountability

- Accountable to the Club Executive

AUSKICK LIAISON

The role of the Auskick Liaison is to manage the relationship between the Auskick Centre and the CBJFC. The Auskick Centre is a critical pathway to junior football and as such it is imperative that the CBJFC assists wherever possible to ensure the ongoing success and development of the program.

Objectives

- To create and maintain a good working partnership between the Senior and Junior Clubs and the Auskick Centre.
- Ensure that the Committee are kept informed of all issues impacting the Auskick Centre that may prove an impediment to the growth of Auskick

Responsibilities

- Roster senior players to attend and assist with drills at Auskick each week
- Coordinate grid games to be played at half time of Senior home games
- Create new initiatives to continually foster and develop Auskick and junior participation

Relationships

- Liaise with the Auskick Coordinator
- Liaise with the Senior Football Manager
- Liaise with the Junior Club President

Accountability

- Reports to the Executive Committee of the Caulfield Bears Junior Club.

GIRLS FOOTBALL COORDINATOR

This is a newly created role aimed at driving the Club's strategic objective of introducing a girl's team at the CBJFC. As such, the role description is purposely left brief for the new Coordinator to develop as they see fit.

Objectives

- To set up the mechanisms necessary for a girl's team to be established at CBJFC

Responsibilities

- Promote the idea of 'Girl's' football within the area
- Set up support team to assist with the development of a girl's team ie coaches, team manager etc
- Identify barriers to entry for girl's football and work with relevant parties to overcome
- Provide feedback to Executive on progress through the year and any assistance required

Relationships

- Liaises with the Club Executive
- Liaises with all club members and the wider community
- Liaises with the SMJFL and their team dedicated to promoting female participation in football

Accountability

- Reports to President and General Committee
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

COUNCIL AND GROUNDS

The role of the Council and Grounds Committee member is to take ownership of property/ground maintenance, council liaison and match fixtures.

Objectives

- Ensure that the oval and club rooms are kept in peak condition throughout the season
- Ensure that all Club equipment is in working order and properly maintained
- Maintain a positive working relationship with Glen Eira Council
- Ensure that the season fixture is managed appropriately

Responsibilities

- Organise for line markings to be regularly painted and updated to incorporate special events
- Ensuring the club property is in working order and organising replacements/repairs where necessary
- Overall responsibility for match day set up and pack up – to facilitate this task, create and coordinate Ground Steward rosters for each game day
- Scrutinise the fixtures as they are released (first four rounds, remainder of season, finals) and liaise with the SMJFL in the event of game clashes/unsuitable fixtures
- Attend Council sporting club meetings to represent the Club's interests; provide feedback to Club on pertinent issues

Relationships

- Liaise with the Glen Eira Council
- Liaise with the SMJFL
- Liaise with the Club Executive
- Ground Marker

Accountability

- Reports to the Executive Committee of the Caulfield Bears Junior Club.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

NON-COMMITTEE POSITIONS

FOOTBALL OPERATIONS SUB-COMMITTEE

COACHING COORDINATOR

The role of the Coaching Coordinator is to organise the coaching positions for all age levels and to provide on going organisation and support for the coaches.

Objectives

- Appoint coaches for each team prior to the start of season
- Ensure all coaches are acting in accordance with CBJFC policies and procedures
- Educate and evaluate all coaches at training and on match days

Responsibilities

- Assist with the development of all coaches
- Oversee training drills and skills, providing extra assistance and guidelines where required
- Check coaches accreditation
- Arrange education nights etc for coaches and team ages groups as required
- Recommend new equipment where required
- Assist advocates
- Liaise with all coaches, providing regular feedback on training and match days

Relationships

- Reports to Football Operations Manager
- Liaises with Coaches and Assistant Coaches

Accountability

- Accountable to the Football Operations Manager
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

TEAM MANAGER COORDINATOR

The role of the Team Manager Coordinator is to oversee all the team managers within the CBJFC.

Objective

- Ensure that each team has a team manager in place before the start of the season
- Coordinate and educate all Team Managers about their role
- Oversee paperwork required by the SMJFL
- Ensure issues raised by Team Managers are escalated appropriately
- Maintain database of games played
- Organise milestone and end of season trophies

Responsibilities

- Ensure the Team Manager's manual is kept up to date with current contact details, by law changes, club procedures etc
- Ensure Team Managers have access to current by laws and SMJFL/Club paperwork
- Issue Team Kit to each Team Manager at the start of the season and ensure it is received at the end of season with all items accounted
- Organise for each team to be given a set of jumpers and maintain jumper audit
- Ensure each Team Manager is aware of their match day responsibilities
- Ensure each Team Manager is aware of their reporting requirements and has the necessary access to Sporting Pulse
- Escalate any game day issues as appropriate
- Ensure that all match day scores are entered and paperwork collated each week
- Update the games played database at the end of each round
- Organise for milestone trophies to be ordered, collected and distributed to the relevant team managers
- Liaise with team managers to collate end of season trophy information; order trophies
- Liaise with Social Coordinators to allocate teams to host 'Family Nights'

Relationships

- Reports to Football Operations Manager
- Liaises with Team Managers and Social Coordinators

Accountability

- Accountable to the Football Operations Manager
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

UMPIRE COORDINATOR

This is a newly created role, recognising the need for the Club's large pool of parent umpires to have a point of contact and feedback mechanism. As such the role description is brief, allowing for the new coordinator to develop.

Objective

- Ensure that each modified rules team has at least one parent umpire volunteer in place
- Provide ongoing support and training as required to enable the parent umpires to successfully complete their role
- Ensure SMJFL appointed umpires are allocated to games
- Provide single point of contact between SMJFL Umpiring Department and CBJFC

Responsibilities

- Liaise with SMJFL to ensure sufficient training opportunities for parent umpires
- Maintain database of parent umpire volunteers in each team
- Ensure umpires are fulfilling their duties in accordance with the SMJFL By-Laws and in “the spirit of the game”
- Each week, check the allocation of SMJFL umpires to games and highlight gaps to relevant Team Managers

Relationships

- Reports to Football Operations Manager
- Liaises with Parent Umpires, Team Managers and SMJFL Umpiring Department

Accountability

- Accountable to the Football Operations Manager
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

TRAINER COORDINATOR

The role of the Trainer Coordinator is to oversee all the team trainers within the CBJFC and to ensure that the CBJFC is following best practice around injury prevention and management in junior football.

Objective

- Ensure that each team has a qualified trainer in place
- Coordinate and educate all trainers about their role
- Ensure Club is properly equipped with necessary first aid equipment and supplies
- Organise for on ground trainer to be present during all home games

Responsibilities

- Maintain database of Club Trainers with updated records on qualifications and expiry dates
- Provide information to trainers on appropriate training courses for accreditation
- Ensure that the Club's Medical Emergency Plan is current and that latest versions are accessible to Trainers and Team Managers
- Ensure the team medical kits are correctly stocked at the beginning of the season
- Manage the Club's supply of first aid stock, replenishing as necessary
- Manage relationship with Club's on ground trainer

Relationships

- Reports to Football Operations Manager
- Liaises with Trainers and Team Managers

Accountability

- Accountable to the Football Operations Manager
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

NON-COMMITTEE POSITIONS

FINANCE SUB-COMMITTEE

SPONSORSHIP COORDINATOR

Objective

- To maximise the number of sponsors supporting the Club and to maximise revenue from the sponsorship base
- To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis
- To provide support to the Executive and Committee members to ensure the efficient management of Club sponsorship activities

Responsibilities

- Maintain and update current sponsorship packages offered by the Club to attract as broad a sponsorship base as possible and seek ratification by the Committee on any major changes
- Co-ordinate all sponsorship for all areas of the club
- Meet the sponsorship budget target set as part of the annual financial planning process
- Ensure all existing sponsors are contacted three months prior to the season commencement
- Seek out new sponsors to supplement existing sponsors
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season
- Provide sponsorship banners and artwork where required to Communications and Marketing Coordinator for placement in newsletter and on website
- Ensure sponsors are invited to all Family Nights and social functions held by the Club during the season
- Ensure all sponsors are invited to the end of season golf day as a guest of the Club
- Ensure all sponsorship agreements are honoured
- Maintain contact with all corporate sponsors throughout the season
- Issue sponsorship invoices to sponsors and follow up payment
- Maintain accurate and detailed records of all invoices, artwork, logos and sponsorship communications in CBJFC Dropbox folder

Relationships

- Reports to the Treasurer
- Liaises with the Club Committee
- Liaises with Sponsors
- Supports Communication and Marketing Coordinator and any person responsible for providing services associated with sponsorships

Accountability

- Sponsorship Coordinator is accountable to the Treasurer
- Provide a report on portfolio operations to the Treasurer as required
- Seek ratification from the Treasurer prior to committing the Club to any financial expenditure or action
- The Sponsorship Coordinator shall seek ratification from the General Committee of sponsorship packages offered by the Club and shall thereafter have the authority to act within the limits of the packages without reference to the General Committee

MERCHANDISE COORDINATOR

The role of the Merchandise Coordinator is to coordinate all merchandise required by club members.

Objective

- To provide support to the Executive and Committee members to ensure the efficient management of club clothing sales
- To provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect professionally on the Club

Responsibilities

- Prepare a report proposing a suitable range of clothing for sale for consideration by the Committee at the commencement of the season
- Arrange the wide promotion of clothing items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all clothing lines
- Arrange the display of clothing lines in the Club social rooms prior to the commencement of each season
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain strong relationships with approved suppliers of clothing lines

Relationships

- Reports to the Treasurer
- Liaises with the Club Committee
- Liaises with suppliers

Accountability

- Merchandise Coordinator is accountable to the Treasurer
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

SOCIAL AND EVENTS COORDINATOR(S)

- The role of the Social Coordinator(s) is to organise and coordinate social events for the club.
- This position is ideally shared by two or more people. A budget will be set at the beginning of each season to allocate funds to be used to enable a cost effective social calendar.

Objective

- To establish a social calendar for the season which provides a range of appropriate entertainment for all club members enhancing the appeal of the Club to the wider community
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities

- Prepare a calendar of social events that will attract the widest involvement from all members of the Club prior to the commencement of the season
- Ensure that all social events held are at least cost neutral to the Club
- Organise and coordinate with the Team Manager Coordinator to provide volunteers for each function
- Organise adequate advertising of each event with the Communications and Marketing Coordinator
- Undertake tasks at the request of the President, Executive or General Committee

Relationships

- Reports to the Treasurer and President
- Liaises with all relevant committee members
- Liaises with official Club suppliers and other key stakeholders

Accountability

- The Social and Events Coordinator is accountable to the Treasurer and President
- The Social and Events Coordinator shall seek ratification from the General Committee of the social calendar including financial arrangements and shall there after have the authority to act within the limits of that arrangement
- Provide a report on portfolio operations to the Committee meeting upon request

AUSKICK COORDINATOR (NON COMMITTEE)

Objective

- To ensure all Auskick participants have fun and make new friends whilst developing new skills as part of Australian Rules Football.
- This position does not report through the CBJFC Committee Structure.

Responsibilities

- Facilitate the AFL Auskick Program
- Manages the AFL Auskick Centre
- Establishes a committee structure
- Advertises child and parent recruitment
- Attends regional development meetings
- Maintains financial systems
- Manages equipment
- Develops communication links
- Facilitates participation by all parents

Relationships

- Reports to District/Regional Manager
- Liaises with parents and volunteers
- Liaises with Auskick Liaison Officer – link between Auskick and CBJFC

Accountability

- Accountable to the District/Regional Manager AFL Victoria