



COMMITTEE APPLICATION

All persons who wish to nominate for a position on the Caulfield Bears Junior Football Club Committee **must** complete this form. Once complete please return them to the club either in person, by mail to Secretary C/o Caulfield Bears Junior Football Club, P.O Box 132, Carnegie Vic. 3163, or email cbjfcsecretary@gmail.com.

Applications for ALL positions must be received 7 days prior to the AGM.

Applicants are advised that you must nominate for a specific vacant position. An overview may be obtained from the current President, and a job description will be published on the web site once it is finalized. Each year the positions vacant will be published on the Caulfield Bears Junior Football Club web site.

EXECUTIVE COMMITTEE POSITIONS		GENERAL COMMITTEE POSITIONS		SUB-COMMITTEE POSITIONS*	
President	Vice-President	Registrar	Marketing & Communications	Coaching Coordinator*	Sponsorship*
Treasurer	Secretary	Auskick Liaison	Girls Football Coordinator	Team Manager Coordinator*	Merchandise*
Football Operations		Council & Grounds Management		Umpire Coordinator*	Social Coordinator(s)*
				Membership & Recruitment*	Auskick Coordinator*

*Note: Sub-Committee positions do not need to be voted upon at the AGM – the role will be appointed by the newly formed Executive following the AGM.

I wish to nominate to for the position of: _____ for 201_____

Name:	
Address:	
Mobile:	
Email:	

Signed by applicant _____ Date: _____



GENERAL COMMITTEE INFORMATION

Committee Structure

Having an effective football club structure is important to become a successful club.

The Caulfield Bears Junior Football Club Committee is a team responsible for managing your club on behalf of its members.

The committee should:

- Conduct the club's long-term planning
- Develop policies and procedures
- Manage external relationships, e.g. with local council
- Follow up on member recommendations
- Conduct appraisals on the club's performance and key personnel (e.g. coaches)

Management committee members must understand they do not have individual authority: a committee is a collective, and individuals must represent the view of the collective

Committee structure

The Caulfield Bears Junior Football Club Committee structure includes the formalised tasks and roles of each member.

The members of the committee are elected at the annual general meeting (AGM). Nominations should be called for and made in writing well in advance of the AGM.

What makes an effective committee member?

A committee should operate as a team and work towards common goals by drawing on the skills and talents of each other. It is important to recognise these skills and talents but also establish the types of skills that may be required, so in future you can identify potential committee members. The key elements you should pay attention to when recruiting committee members are:

- A commitment to your club
- Sufficient time to devote to your club
- An understanding of the role of the committee
- A skillset match
- Enthusiastic and interested in the club
- Good communication skills
- Leadership and listening skills
- Honesty

What we expect

- Committee members are expected to fulfill their roles between meetings; the purpose of the meetings is to check on progress.
- Committee members have full authority to take all necessary actions to fulfill their allocated responsibilities within their allotted budgets.
- All briefing papers will be read before the meeting, not at the meeting.
- Each committee member shares collective responsibility and ownership of agreed decisions, irrespective of their personal view or vote on the matter.

Election of Committee Members

The Caulfield Bears Junior Football Club Committee members are elected at the Annual General Meeting (AGM).

Nominations should be called for and made in writing well in advance of the AGM.