

# Committee Roles

## Executive Committee

### President

The President has overall responsibility for the Club but takes a macro view delegating through the executive committee. Whilst not getting involved in day to day issues the President keeps abreast of these through the executive committee and the fortnightly committee meetings which are chaired by the President. The President will also chair any general meetings and special meetings including the AGM. It is expected that the President will attend all major club events.

The President is also the liaison between the club and Sunshine Coast Regional Council.

Ideally the President has a passion for football, excellent networking and negotiation skills and an ability to delegate but stay up to date with a project or issue.

### Secretary

The Secretary oversees all communication both internal and external to the club. The Secretary is also responsible for all record keeping and database management and is required to attend and take minutes for the fortnightly executive meetings as well as general and special meetings. The Secretary is also responsible for the club's compliance with local, state and federal jurisdictions. The Secretary is also the liaison between the club and Sunshine Coast Football and other football governing bodies as required.

The Secretary is organised with an eye to details and a strong understanding of the rules and regulations associated with the club.

### Treasurer

The Treasurer is responsible for the club's finances and budgets. The Treasurer brings a financial focus to the executive committee meetings and presents a monthly financial statement. Whilst the club has a bookkeeper for day to day financials the treasurer remains responsible for the club's cash flow and ensures that spending remains in line with the budget.

The Treasurer is competent in the Xero accounting program (training can be provided) and has some bookkeeping or accountancy training.

## Senior Vice President

The Senior Vice President (SVP) has overall responsibility for the Senior teams acting as a liaison between coaches and managers of the senior teams and the executive committee. The SVP is also the club's primary delegate at Sunshine Coast Football's Senior Standing Committee meetings which occur monthly. The SVP also chairs executive committee meetings if the President is not available. Ideally the Senior Vice President has coached or managed a Senior Team and has strong networking and negotiation skills.

## Junior Vice President

The Junior Vice President (JVP) has overall responsibility for the Junior teams (both Mini-roo and Junior Competitive) acting as a liaison between coaches and managers of the Junior teams and the executive committee. The JVP is also the club's primary delegate at Sunshine Coast Football's Junior Standing Committee meetings which occur monthly. The JVP will only deal directly with parents when initial discussion between parents and coach or manager have been exhausted. Ideally the Junior Vice President has coached or managed a Junior Team and has strong networking and negotiation skills.

## Ladies Vice President

The Ladies Vice President (LVP) has overall responsibility for the Ladies only teams (including Seniors, Junior Competitive and Mini-roos) acting as a liaison between coaches and managers of the Ladies teams and the executive committee. The LVP is also the club's primary delegate at Sunshine Coast Football's Women's Standing Committee meetings which occur monthly. Ideally the Ladies Vice President has played, coached or managed a Ladies Team and has strong networking and negotiation skills.

## General Committee

Please note that members of the general committee are responsible for the day to day operations concerning one element of the club. They are not required to attend the fortnightly executive meetings unless requested. Each position has an executive committee members able to assist and full training can be provided for each role. Some roles involve a considerable amount of time for a month or two whilst others require small amounts each week.

## Operations Manager

The Operations Manager is responsible for project managing competitive football events such as carnivals (both Mini-roo and Grading), Finals (if CFC is awarded hosting rights) and the Summer Comp. Please note that the regular season is managed by Sunshine Coast Football (SCF). Last year the club hosted an under 6 carnival, a grading carnival, the SCF preliminary finals as well as our Summer Comp. The Operations Manager will lead a team drawn from other members of the general committee as well as various volunteers and will be assisted and trained by the Vice Presidents. The Operations Manager should be present on the day of the event to provide a leadership role. CFC has hosted these events for several years and there is a wealth of information available to assist.

## Registrar

The Registrar is responsible for all player registrations and allocations into teams. The Registrar also ensures players have met all obligations before activating a registration and allowing a player to take the field. The Registrar has a thorough knowledge of the MyFootballClub website and is able to enter and track registrations and club packages within the site. The registrar also oversees registrations for the holiday clinics and the Summer Competition.

The role is extremely busy prior to the regular season and Summer Comp but is much quieter at other times of the year. Full training can be provided.

## Manager of Merchandise

The Manager of Merchandise is responsible for sourcing, advertising, ordering and distributing all club merchandise. The role involves a small amount of work each week.

Full training can be provided.

## The Coaching Development Officer

The Coaching development officer works with the coaches, typically the junior and Mini-roos coaches providing instruction and advice as well as hosting the occasional coaching seminar. The Coaching Development Officer will also recommend coaches to the executive committee for FFA run coaching courses. Ideally the Coaching Development Officer is an experienced, qualified coach. The role requires a small amount of time each week during the season.

## Publicity and Sponsorship Officer

The Publicity and Sponsorship Officer recruits and liaises with club sponsors ensuring that they receive value for their investment. They will also be responsible for the sponsors signage around the grounds. In addition, they will be required to create publicity flyers and adverts and occasionally draft an editorial on behalf of the club.

The publicity and sponsorship officer should have very strong marketing and networking skills. This role requires considerable time and effort in the off season but eases during the season.

## Fundraising Officer

The fundraising officer is responsible for creating, organising and overseeing all club fundraising activities. The fundraising officer will recruit and organise volunteers from the club volunteer database.

This role requires considerable time and effort in the lead up to a fundraising event.

## Bar Manager

The Bar Manager operates the club bar and is responsible for maintaining stock and opening the bar on Friday and Saturday nights during home senior games.

The bar manager can roster volunteers as required and should have their RSA.

## Canteen Manager

The Canteen Manager is responsible for all operations concerning the canteen, including but not limited to stocking, pricing, menus, cooking, staffing and cleaning. The canteen manager can roster assistance from the volunteer database and needs to be aware of the club's weekend football schedule as the canteen is required to be open during all competitive games.

Ideally the canteen manager has a background in catering.

## Volunteer Coordinator

All committee members have access to the volunteer database to recruit assistance in their role. The volunteer coordinator is responsible for the volunteer database and assists committee members in accessing volunteers for various events.

Anyone not wishing to take on a committee role should register as a volunteer.

## Child Protection Officer

The Child Protection Officer is responsible for ensuring that all coaches, managers and any adult that is solely responsible for players under the age of 18 have their blue card as issued by the state government. This is a busy role at the start of the season.

## Grounds Manager

The Grounds Manager is required to line mark the fields or roster a volunteer for the role. The best time to line mark is from 2pm on Friday after Council have finished the mowing. They should also be able to make minor repairs to goals or goal nets. The Grounds Manager will also ensure that the fields are set up at the start of the day and packed up afterwards. This usually involves organising volunteers to do the work. The Grounds Manager is required to stay up to date with the club's football schedule to ensure fields are marked and set up for the day.

Full training is provided for this role.

## Ground Official Manager

The Ground Official Manager organises a ground official for every game from the volunteer database. Ground Officials are required under the competition rules and are required to assist referees if required and ensure the game runs smoothly off the field. The Ground Official Manager should be an experienced ground official and able to keep up to date with the club's football schedule.

Full training is provided for this role.

## Manager for Website

The Manager for Website is required to ensure that the club's main website [www.caloundrafootball.com.au](http://www.caloundrafootball.com.au) is kept up to date. The Manager for Website is also required to regularly check articles and match reports on the main website and the club's face book page to ensure that all entries are suitable for a family oriented club such as Caloundra Football Club.

It is anticipated that this role will require about ten minutes every day.