

Committee Roles & Responsibilities 2010

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Last Updated Sunday, 26 July 2009

Hi all hornets as discussed at the Coaches and Managers meeting attached are a list of the roles and responsibilities for the committee members leading from next year onwards.

Harrington Park Hornets – Committee Roles & Responsibilities

The purpose of this document is to provide an overview of the expected roles and responsibilities associated with the various executive and non-executive positions in the Harrington Park Hornets Soccer Club Committee. A single person can hold an executive and non-executive position, further a single person can hold more than one non-executive position, however one single person may not hold for a period longer than 1 month two executive positions. All positions (both executive and non-executive) are undertaken on a voluntary basis. All members of the committee (executive and non-executive) are entitled to an equal vote / say in matters relating to the operations of the Club. All positions will need to attend a club meeting once a month which will generally follow the coaches and managers meeting. All Executive members will need to attend an additional executive meeting that will be held monthly on the alternate fortnight to the club meeting. Executive Positions

To hold an executive position, an individual must be nominated and seconded by a registered player/member of the club and voted in by a majority at the Annual General Meeting (AGM). If there are no nominations received by the Secretary in writing prior to the AGM, nominations will be accepted from the floor. It is anticipated that all Executive Positions may move to a two (2) year term in the forthcoming years. President

- Ø Ultimate Accountable for the running of the Club.
- Ø Chairs Club Meetings.
- Ø Sponsor Liaison (current & potential sponsors)
- Ø Signatory on the Bank Account
- Ø Escalation Point for Team Issues
- Ø Carry out duties as Home Ground Duty Officer on rotation
- Ø As a delegate, attend MDSFA meetings on rotation
- Ø Chair club Executive Committee meetings (Monthly)
- Ø Responsible for weekly duties roster
- Ø Co-Owner of the club business plan (To be developed)
- Ø Chair club committee meetings (Monthly) Secretary
- Ø All in-bound and out-bound correspondence
- Ø Primary point of contact for Macarthur
- Ø Minutes Club Meetings
- Ø Responsible for attending Macarthur Secretaries Meeting
- Ø Attend JC when need arises
- Ø Signatory on bank account
- Ø Attend Grading meeting
- Ø Attend to the business of the Club
- Ø Advise the MDSFA of any ground closures or competition draw changes
- Ø Carry out duties as Home Ground Duty Officer on rotation

- Ø As a delegate, attend MDSFA meetings on rotation - Monthly
- Ø Attend club Executive meetings (Monthly)
- Ø Attend club committee meetings (Monthly)
- Ø Co-Owner of the club business plan (To be developed).
- Ø Develop Junior committee plan (Involving educating players on what we do on the committee part of 5-10 year future plan) Senior Vice President
- Ø Assumes Presidents Responsibilities when unavailable
- Ø Escalation Point for Senior Team Issues (Full field Under 9 and above).
- Ø Escalation Point for non-executive issues.
- Ø Manages all Senior coaches and managers
- Ø Appeals committee chairman
- Ø Senior player liaison officer.
- Ø Carry out duties as Home Ground Duty Officer on rotation
- Ø As a delegate, attend MDSFA meetings on rotation
- Ø Attend club Executive meetings (Monthly)
- Ø Attend committee meetings (Monthly) Junior Vice President
- Ø Assumes Senior Vice Presidents Responsibilities when unavailable.
- Ø Escalation Point for Mini Team Issues (All Mini field teams).
- Ø Manages all Mini Coaches and Managers.
- Ø Junior player liaison officer
- Ø Carry out duties as Home Ground Duty Officer on rotation
- Ø As a delegate, attend MDSFA meetings on rotation
- Ø Attend club Executive meetings (Monthly)
- Ø Attend committee meetings (Monthly) Treasurer
- Ø Payment of expenses
- Ø Banking of receivables
- Ø Prepare financial records for yearly auditing
- Ø Raises Invoices & Issues Statements where necessary
- Ø Monthly Reporting of Financial Position
- Ø Signatory on the Bank Account
- Ø Carry out duties as Home Ground Duty Officer on rotation
- Ø As a delegate, attend MDSFA meetings on rotation
- Ø Attend club Executive meetings (Monthly)

- Ø Attend committee meetings (Monthly) Registrar
- Ø Primary contact for registration enquiries
- Ø Responsible for Advertising Registration
- Ø Responsible for Booking Venue for Registration Days
- Ø Responsible for co-ordinating helpers for Registration Day
- Ø Responsible for completion of Registration Paperwork & delivery to Macarthur
- Ø Responsible for ensuring all fees are collected for registrations
- Ø Signatory on the Bank Account
- Ø Carry out duties as Home Ground Duty Officer on rotation
- Ø As a delegate, attend MDSFA meetings on rotation
- Ø Attend club Executive meetings (Monthly)
- Ø Attend committee meetings (Monthly)
- Ø Can see fit to adopt a minimum of 1 non executive assistant registrar if needed. Non Executive Positions

Non-executive positions will also be open to nominations and voting at the AGM, however can be filled at anytime with a majority vote from the executive members of the committee. Merchandise Officer

- Ø Responsible for maintaining inventory counts & replenishing (modestly) stock quantities
- Ø Responsible for recommending alternative items & suppliers (best price / quality)
- Ø Attend club Management Committee meetings and updating Executive of status Equipment Officer
- Ø Responsible for maintaining & ordering Club Strips
- Ø Attend club Management Committee meetings and updating Executive of status
- Ø Issue and record the issue of practice balls, playing strips etc to each team manager Grounds Officer
- Ø Responsible for allocation of fields for training nights
- Ø Responsible for ground playing condition (line marking / set up’s / watering).
- Ø Attend club Management Committee meetings and updating Executive of status
- Ø Ensure the grounds and equipment is in good order and available before each match day.
- Ø Open and close the ground as per weather conditions in consultation with executive Event & Fundraising Co-Ordinator
- Ø Responsible for co-ordinating Annual Fundraiser (Trivia Night)
- Ø Responsible for booking & co-ordinating photos
- Ø Attend club Management Committee meetings and updating Executive of status
- Ø Responsible for co-ordinating Junior Presentation Day
- Ø Responsible for co-ordinating Senior Presentation Night
- Ø Responsible for co-ordinating the AGM
- Ø Responsible for organising and chairing all event and fundraising committee’s Club Coach/Education Officer

- Ø Responsible for co-ordinating training of coaches & managers
- Ø Responsible for assisting new teams to establish coaches & managers
- Ø Responsible for attending coaching clinics as provided by Macarthur
- Ø Responsible for educating Coach/Managers of game day administration
- Ø Responsible for co-ordinating team Grading sessions including identifying appropriate graders, dates and venues.
- Ø Attend club Management Committee meetings and updating Executive of status Child Protection & Sports Rage Officer / Injuries Management
- Ø Responsible for club (players, parents, coaches & managers) awareness of guidelines
- Ø Responsible for attending clinics as provided by Macarthur
- Ø Responsible for maintaining working with children forms
- Ø Attend club Management Committee meetings and updating Executive of status
- Ø Maintain a register of injured players
- Ø Assist injured players with submission of relevant paperwork
- Ø Assist injured players with advice re coordinating rehabilitation and medical treatments Website Administrator / Publicity Officer
- Ø Responsible for maintain currency of information on the website
- Ø Responsible for weekly newsletter
- Ø Attend club Management Committee meetings and updating Executive of status
- Ø Responsible for all advertising in local community (Schools, newspapers etc)
- Ø Prepare and arrange the publication of a Year Book Canteen Manager
- Ø Responsible for ensuring inventory stocks are adequately maintained including purchasing.
- Ø Responsible for ensure canteen & BBQ staffed (paid positions). Sponsorship Manager
- Ø Responsible for pursuing sponsorships for the club to enable future financial growth.
- Ø Maintain on going relationships with current sponsors with a view to long term relationships
- Ø Recommend sponsorship packages for Executive approval prior to season finishing for forthcoming season
- Ø Attend club Management Committee meetings and updating Executive of status
- Ø Liaise with Equipment Officer to order any sponsorship initiated purchases are placed in a timely manner.
- Ø Liaise with Web administrator to ensure adequate and effective advertising is current and up to date on website.
- Ø Organise all sponsors attendances at field and annual function nights.