

Hazelbrook Football Club – Committee Positions

(Extract from the by laws)

PART 3 THE COMMITTEE

9 THE MANAGEMENT COMMITTEE

The Management Committee shall consist of the positions of President, Vice President, Secretary, Treasurer and Competition Secretary and such other positions as may be determined by the Club's By Laws and deemed appropriate at the Annual General Meeting.

10 ROLES OF EXECUTIVE MEMBERS

10.1 PRESIDENT

Shall be responsible for chairing meetings, public relations, resolving disputes and assisting and directing other Committee Members as necessary. The President shall be the Public Officer for the Club.

10.2 VICE PRESIDENT

Shall be the chairperson at any meeting in the absence of the President. This position may be held jointly as Senior and Junior Vice President.

10.3 SECRETARY

- Responsible for maintaining all Club records except service, financial and competition records.
- Ensure that all relevant people are informed of meetings.
- Ensure that detailed minutes are taken of every meeting held by the Club and copies of the minutes of meetings are distributed to Committee members prior to the next Committee meeting.
- Responsible for keeping a record of attendance at all meetings and report to the chairperson any officials who absent themselves without reasonable excuse from three (3) consecutive meetings.

10.4 TREASURER

- Responsible for the operation of all bank accounts.
- Collection of all fees, sponsorship and canteen funds, sales of equipment and merchandise, fundraising and raffles and the issue of receipts for same.
- Receive all monies for and on behalf of the Club and immediately thereupon pay into such bank or banks as the Executive decides from time to time, to the credit of the accounts in the name of Hazelbrook Soccer Club Inc.
- Payment of all accounts approved at a Management Committee Meeting.
- Maintaining all financial records including the preparation of a Balance Sheet of all accounts to be tabled at the Management Committee Meeting.
- All cheques issued by the Club shall be signed by any two (2) of the following officials - President, Secretary, Treasurer and Assistant Treasurer.
- Maintain the Club's assets records and identify who is responsible for the location of these assets.
- Make books available for auditing prior to the Annual General Meeting.

10.5 COMPETITION SECRETARY

- Arrange and inform all teams of competitions and fixtures as directed by the N.D.S.F.A. Inc Honourable Competition Secretary.
- The entering of teams in special competitions and tournaments.
- Advise teams on the condition of grounds, including closure of grounds.
- Maintaining competition records.

11 ROLES OF OTHER COMMITTEE MEMBERS

These positions of the Management Committee shall be filled as required.

11.1 REGISTRAR

- Responsible for the registration of all players in the correct age groups and checking of all registration details.
- Maintain a record of all registered players', coaches', managers' and officials' service.
- Junior and Senior registrars may be appointed as required.

11.2 EQUIPMENT OFFICER

- Responsible for ordering, receipt, accounting for, distribution and collection of all equipment supplied by the Club to players, coaches and managers.
- Maintain a register of all equipment and their depreciation value.

11.3 GROUNDS PERSON

- Responsible for maintaining the grounds in a playable condition.
- In consultation with the President, shall decide on the playing conditions of the grounds.

11.4 CANTEEN DIRECTOR

Responsible for the operation and management of all canteen functions.

11.5 DIRECTOR OF COACHING

- Responsible for ensuring that all the Club's coaches maintain a high standard of coaching and development of players.
- Co-ordinate coaching resources.
- Promote and arrange coaching skills development courses and workshops.
- Developing and updating qualifications of all coaches through State Coaches Accreditation schemes.
- Co-ordinate the grading of players and the formation and grading of teams.
- Assist coaches in resolving coaching problems.

11.6 SPONSORSHIP DIRECTOR

- Responsible for attracting sponsorship monies for the Club.
- Maintaining the relationship outlined in the Club's prospectus.

11.7 NEWSLETTER EDITOR

- Responsible for editing, printing, collating and the distribution of the Club's newsletter at regular intervals deemed reasonable by the Committee.
- Edit, collate and distribute a Souvenir Edition at the conclusion of the season.

11.8 FUNDRAISING OFFICER

- Responsible for fundraising activities for the Club from time to time as determined by the Committee.

11.9 SOCIAL DIRECTOR

- Responsible for organising and controlling any social events for the Club from time to time as determined by the Committee.

11.10 PUBLICITY OFFICER

- Responsible for all publicity operations to the Club's activities and achievements.

11.11 WOMENS SOCCER CORDINATOR

- Responsible for co-ordinating women's soccer within the Club.
- Distributing relevant information to the Club's female players.

11.12 COMMITTEE MEMBERS

- Assist other members of the Committee as necessary. There shall be up to three (3) general Committee members as is deemed necessary at the Annual General Meeting.