

## **TSFC Committee Role Descriptions**

### **1) Secretary**

- a) The Secretary of Tenambit Sharks FC shall, as soon as practicable after being appointed as Secretary, lodge a notice with the Hunter Valley Football Association of his or her contact details.
- b) It is the duty of the secretary to keep minutes of -
  - (1) All appointments of office-bearers and members of the committee;
  - (2) The name of committee members of general meeting; and
  - (3) All proceedings at committee meetings and general meetings.
  - (4) Minutes of proceedings at a meeting shall be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
  - (5) Maintain a register of all incoming and outgoing correspondence

### **2) Treasurer**

- a) It is the duty of the Treasurer of Tenambit Sharks FC to ensure that-
  - (1) All money due to Tenambit Sharks FC is collected and received and that all payments authorised including full details of all receipts and expenditure connected with the activities of the associations.
  - (2) Correct books and accounts are kept showing the financial affairs of Tenambit Sharks FC including full details of all receipts and expenditure connected with the activities of the association.

### **3) Canteen Officer**

- a) Organise Duty Roster to facilitate the operation of the Canteen when required
- b) To purchase stock as required and arrange for storage of stock carried over.
- c) To account for all funds provided by the Club for Canteen purposes and to account for profits earned from the Canteen operations.
- d) To arrange facilities for the storage and maintenance of Canteen equipment and stock.
- e) To report not less than monthly to the Committee on all aspects of the Canteen operation.

### **4) Publicity Officer**

- a) To collect results of each match played by the Club and supply that information to each media outlet who will print the same.
- b) To report to appropriate media all matters of interest for publication.
- c) To arrange media coverage of special events and matters of interest.
- d) To generally use his/her best endeavours to promote publicity authorised by the Committee.
- e) Ensure that the Club's premier teams such Divisional teams and "A" Grade teams are well represented in all Club publicity.
- f) Ensure that any players picked for representative teams receive media coverage.

5) Fixtures Officer

- a) To organise in conjunction with Club Secretary and Hunter Valley Football Associations representative all Gala Days, trial matches, social and charity games in accordance with the Governing Associations Rules.
- b) Liaise with relevant Associations regarding the replay of any postponed matches.
- c) Ensure that all match reports are sent to the appropriate association representative with the required time limits.

6) Registrar – Junior and Senior

- a) To coordinate the registration of all players reregistering with the Club
- b) Maintain a list of registered players and their FFA numbers

7) Gear Steward

- a) To be responsible for the maintenance, repair replacement etc. of all gear and equipment the property of the Club.
- b) To maintain a register stating:-
  - (1) The nature of Club property
  - (2) Its location.
  - (3) From whom obtained and cost thereof.
- c) To obtain written reports from all players, Coaches and officers for property released to them.

8) Coaching Coordinator

- a) To organise meetings of Coaches and Managers as required
- b) To act as Chairperson at those meetings.
- c) To provide liaison between the Committee and the Coaches and Managers.
- d) Act as delegate to the Committee from the Coaches and Managers and report to the Committee on meetings and Managers.
- e) Develop coaching programs such as Coach the Coaches to improve coaching skills at Tenambit Sharks FC
- f) Maintain a contact list of team coaches and managers etc.

9) Ground Maintenance Leader

- a) Set up grounds prior to season start
  - (1) including installation of goal posts
  - (2) Marking out fields
- b) Ensure ground markings are acceptable for play prior to each round of games
- c) In conjunction with the Club President and local Council have the authority to close the field from play if it is deemed that damaged caused to the grounds will have an adverse effect for the remainder of the season.
- d) To liaison with Oval Board Delegate on maintenance and development work on playing fields.
- e) To organise voluntary labour when and as required.

- f) To report to the Committee on work done and work required to be done on maintenance and development of playing fields.

10) Fund Raising Coordinator

- a) To organise and coordinate the raising of revenue to assist in meeting the running costs of the Club and the furtherance of the Club's objects.

11) Oval Board Delegate

- a) To represent the Club at meetings of the Tenambit Common Oval Board.
- b) To report to the Club on proceedings of the Tenambit Common Oval Board.

12) Sponsorship Coordinator

- a) Actively seek new sponsors for the Club and teams
- b) Maintain relationships with existing sponsors
- c) Maintain a list of sponsors containing their sponsorship details.

13) Web Administrator

- a) Ensure the Clubs website is maintained with up to date information
- b) Ensure that all appropriate information is entered in the website.
- c) Monitor the Clubs external email mailbox (if applicable)

14) Safety Officer

- a) Develop and review on a regular basis (to be determine) the safety policies and procedures of the Club

15) Hunter Valley Delegate

- a) Represent the interests of the Club at all Hunter Valley Football Association meetings.
- b) Report back to the Club a summary report of Hunter Valley Football Association meetings

16) Other Committee Positions

- a) The Committee may initiate the new positions as and when the Committee require. E.g. Canteen Assistant, Seven A Side Coordinator etc.