# Composition of Zone Council

**EXECUTIVE COMMITTEE**

**President**

**Secretary**

**Treasurer**

**Zone Liaison / Registrar**

**STANDING COMMITTEE**

**Senior Men’s Chairperson**

**Senior Women’s Chairperson**

**Junior Chairperson**

**Referee’s Chairperson**

Committee Position Role and Responsibilities

**President**

* Member of the Zone Executive
* Responsible for overseeing all activities of the zone
* Ensure effective communication throughout the zone
* Responsible for the effective resolution of all issues at all levels
* Chair executive, Committee, General and AGM’s
* Sign off on all minutes of all zone meetings attended
* Represent NWQZ at functions/events organised by FFA and Queensland Football ect
* Present report on Executive meetings to General Zone meetings
* Form/Chair an appeals Committee to hear / resolve grading appeals
* Obtain a Liquor license & RSA Licence and adhere to all legal requirements
* Responsible for the control and audit of all zone equipment and facilities
* Purchasing and distribution of zone equipment authorised by the Executive Committee
* Report back to Executive Committee before purchasing any equipment
* Negotiate with suppliers for the best price on all zone equipment
* Liaise with Chairpersons to ensure that the needs of all club are met in regards to Executive decisions
* Assist / advise all other committee members as required.
* Full access to website for updating/maintaining of information (webmaster)
* Perform ground duty as required
* Assist other committee members as directed by the Zone Council
* Maintain a high standard of communication
* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone and constitution

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Committee Position Role and Responsibilities

**Secretary**

* Member of the Zone Executive
* Responsible for all correspondence in and out of the zone
* Maintain an accurate record of all correspondence in and out of the zone and prepare a report indicating correspondence movements for Executive, Committee, General and Annual General meetings
* Maintain current seasons record of club contacts and mailing list
* Responsible for keeping minutes of all zone meetings attended
* Forwarding on minutes to all clubs within 7 days of meetings
* Full access to website for updating/maintaining of information (webmaster)
* Responsible for providing information to Zone members through:

a) the web site (Foxpulse ) and emails

b) local newspaper and

c) notice boards at canteen

* Ensure that all legal matters relating to the zone activities are fulfilled
* Responsible for all matters relating to the Zone Competition issues
* Prepare an agenda for all Executive, Committee, General and Annual general meeting
* Organise the venue for all zone meetings
* Perform ground duty as required
* Assist other committee members as directed by the Zone Council
* Maintain a high standard of communication
* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone & Constitution

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Committee Position Role and Responsibilities

**Treasurer**

* Member of the Zone Executive
* Responsible for all financial matters of the zone, ensuring total control over the zone funds
* Signatory to Zone bank account
* Prepare Annual Budget in liaison with the Executive Committee
* Prepare and report on monthly financial statements for Executive, Committee and General meetings
* Liaise with and monitor expenditure of zone equipment
* Prepare financial reports for Annual Audit
* Prepare invoices raised at Executive meetings for approval
* Assist with the collection, counting and banking of all monies from gate takings, canteen and fundraising functions with the Zone Liaison Officer
* Prepare referees fees payment at canteen on a weekly basis
* Liaise with and monitor expenditure re purchase of goods for canteen and equipment purchased by Canteen / Grounds Keeper
* Prepare float for canteen and any functions held by the zone for club members and visitors
* Perform ground duty as required
* Assist other committee members as directed by the Zone Council
* Maintain a high standard of communication
* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone & constitution

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Committee Position Role and Responsibilities

**Zone Liaison Officer/Registrar**

* Member of the Zone Executive
* Signatory to Zone bank account
* Liaise between NWQZ and Football Queensland
* Responsible for all matters relating to the registration of all players
* Provide Executive Committee members with registered player lists by age group for grading & registration purposes of all junior and senior teams/members
* Liaise with treasurer re collection/payment of registration monies
* Organise roster of committee members to assist with registration
* Liaise with Zone Council re registration day advertising
* Maintain an accurate record of all financial members of the zone
* Responsible for providing information to Zone members through:

a) the web site (Foxpulse) & emails

b) local newspaper and

c) notice boards at canteen

* Assist with the collection, counting and banking of all monies from gate takings, canteen and fundraising functions with the Zone Treasurer
* Prepare referees fees payment at canteen on a weekly basis
* Liaise with and monitor expenditure re purchase of goods for canteen and equipment purchased by Canteen / Grounds Keeper
* Prepare float for canteen and any functions held by the zone for club members and visitors
* Contact for potential Zone sponsors, signage, events or web page sponsors and liaise with Executive committee re purchase of sponsored zone shirts etc.

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Committee Position Role and Responsibilities

**Zone Liaison Officer/Registrar cont…**

* Maintain an accurate list of all zone sponsors
* Full access to website for updating of information (webmaster)
* Attend committee and zone meetings and have a report ready for the members
* Perform ground duty as required
* Assist other committee members as directed by the Zone Council
* Maintain a high standard of communication
* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone & constitution

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Committee Position Role and Responsibilities

**Senior Men’s Chairperson**

* Member of the Zone Council
* Perform the duties of the Zone President in their absence
* Senior Men’s Zone competition administrator
* Responsible for the organisation of the Senior Men’s Competition / Draw / Ladder and to provide weekly updates.
* Responsible for the organisation of the Senior Men’s Finals and Presentation Night
* Organise and liaise with Referees Chairperson to ensure officials roster is maintained
* Assist with the organisation of representative sides or any fund raising events for Senior Teams
* Liaise with Senior Clubs, Coaches, Managers, Officials and Players to develop and maintain a solid zone relationship
* Assist clubs with grading / allocation of senior teams
* Attend committee and zone meetings and have a report ready for the members
* Conduct and Chair regular Senior Men’s General Meetings
* Perform ground duty as required
* Assist other committee members as directed by the Zone Council
* Maintain a high standard of communication
* Responsible for providing information to Zone members through:

a) the web site (Foxpulse) and emails

b) local newspaper and

c) notice boards at canteen

* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone & constitution

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Committee Position Role and Responsibilities

**Senior Women’s Chairperson**

* Member of the Zone Council
* Perform the duties of the Zone President in their absence
* Senior Women’s Zone competition administrator
* Responsible for the organisation of the Senior Women’s Competition / Draw / Ladder and to provide weekly updates.
* Responsible for the organisation of the Senior Women’s Finals and Presentation
* Organise and liaise with Referees Chairperson to ensure officials roster is maintained
* Assist with the organisation of representative sides or any fund raising events
* Liaise with Senior Clubs, Coaches, Managers, Officials and Players to develop and maintain a solid zone relationship
* Assist clubs with grading / allocation of senior teams
* Attend committee and zone meetings and have a report ready for the members
* Conduct and Chair regular Senior Women’s General Meetings
* Perform ground duty as required
* Assist other committee members as directed by the Zone Council
* Maintain a high standard of communication
* Responsible for providing information to Zone members through:

a) the web site (Foxpulse) and emails

b) local newspaper and

c) notice boards at canteen

* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone & constitution

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Committee Position Role and Responsibilities

**Junior Chairperson**

* Member of the Zone Council
* Perform the duties of the Zone President in their absence
* Responsible for organisation of Junior Competition, including forming and chairing a sub-committee
* Junior Zone competition administrator
* Liaise with junior clubs, coaches, managers and parents to develop and maintain a solid zone relationship
* Assist sub-committee with grading / allocation of junior teams, and competition draw
* Prepare and implement Ground Duty Roster for entire season
* Assist sub-committee with organisation of the DRAGONS Representative Teams
* Attend committee and zone meetings and have a report ready for the members
* Perform ground duty as required
* Assist other committee members as directed by the Zone Council
* Maintain a high standard of communication
* Responsible for providing information to Zone members through:

a) the web site ( Foxpulse) and emails

b) local newspaper and

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* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone & constitution

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Committee Position Role and Responsibilities

**Referees Chairperson**

* Member of the Zone Council
* Responsible for organising and maintaining officials roster
* Ensuring all fixtures have adequate officials minimum one centre official (qualified) and two linesmen ( volunteers if needed)
* Responsible for the control of all officiating equipment ie balls, corner flags, officials clothing / equipment
* Receive all match data from officials and publicise results within 48hrs following the game day to the respective Chairpersons
* Provide all official complaints and match reports to the Zone Council within 48 hrs of incidents
* Participate in all discipline committees (unless conflicting interests involved)
* Develop ancillary referee coaching sessions based on skills development
* Running skills development sessions and courses
* Attend committee and general meetings and have a report ready for the members
* Conduct and Chair regular referee general meetings
* Perform ground inspections weekly or as required
* Assist other committee members as directed by the Zone Council
* Maintain a high standard of communication
* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone & constitution

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Committee Position Role and Responsibilities

**Junior Competition Secretary**

* Assist Junior Chairperson in the performance of their role
* Assist Junior Chairperson with all Junior competition issues relating to the junior competition
* Assist in arranging pre-season games or relegate accordingly
* Assist in arranging Junior DRAGONS Representative teams as required
* Liaise with all teams re all matters pertaining to the competition draw
* Complete the ground sheets / Draw for weekends games
* Communicate details to teams re Representative trials and finals series
* Collection / collation of team sheets / ladder for end of season
* Collate details of red / yellow cards, goal scorers and best & fairest points
* Collect match cards and forward results to Junior Chairperson within 48hrs of games
* Assist with organising & maintaining draw / referees
* Perform ground duty as required
* Assist other committee members as directed by the Junior Chairperson
* Maintain a high standard of communication
* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone & constitution

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Committee Position Role and Responsibilities

**DRAGONS Representative Manager**

* Represent Junior Dragons Representative teams at general meetings
* Manage Dragons Representative teams
* Organise Representative player/coaches selection process and training programs
* Assist the Jnr President in organising Rep competitions ie Filippo Mele (towsnville)
* Responsible for the control of all training & zone equipment
* Purchasing and distribution of team equipment authorised by Executive Committee
* Report back to Executive Committee before purchasing any equipment
* Negotiate with suppliers for the best price on all team equipment
* Vote on behalf of and as agreed to by DRAGONS Rep sides at General Meetings
* Provide report to the Committee and General Meetings closest to the meeting attended when applicable
* Assist other committee members as directed by the Junior Chairperson
* Maintain a high standard of communication
* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone & constitution

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Committee Position Role and Responsibilities

**Canteen Manager**

* Ordering and purchasing of all stock required for the canteen
* Auditing, receiving and stocking of all stock
* Supervise roster for teams/volunteers to do canteen & gate duty
* Provide an accurate account of all money taken in sales & gate takings
* Liaise with Treasurer / Liaison Officer re collection of all monies
* Obtain an RSA Licence and adhere to all legal requirements in relation to service of alcohol
* Liaise with Executive Committee re provision of items for special events
* Ensure the canteen / toilet facilities are ready for service each game day
* Responsible for opening gates for games or as required
* Responsible for turning lights on / off each game night
* Attend committee and zone meetings and have a report ready for the members
* No ground duty required
* Assist other committee members as directed by the Club Executive
* Maintain a high standard of communication
* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone & Constitution

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Committee Position Role and Responsibilities

**Ground Keeper**

* Responsible for the complete care and maintenance of all grounds, facilities and equipment within the Zone complex
* Responsible for all mowing of grounds within the Zone complex
* Responsible for the watering of Zone Playing fields and surrounds
* Responsible for turning lights on / off each game night
* Responsible for opening gates for games or as required
* Responsible for organising the marking of each soccer field ready for game days
* Responsible for inspections on all equipment and ensuring service intervals are adhered to by notifying Executive Committee in advance of known service schedules.
* Responsible for rubbish removal in accordance with council collection days
* Responsible for ground inspection during wet weather periods and advising of Executive Committee accordingly
* Attend committee and zone meetings and have a report ready for the members
* Ground duty not required
* Assist other committee members as directed by the Club Executive
* Maintain a high standard of communication
* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone

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Committee Position Role and Responsibilities

**Committee Member**

* Attend committee and general meetings
* Perform ground duty as required
* Assist other committee members as directed by the Club Executive
* Maintain a high standard of communication
* Maintain confidentiality and integrity
* Adhere to the rules of North West Queensland Zone & constitution

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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