

President <ul style="list-style-type: none"> Act as the central point of contact in all correspondence with other Clubs and the league (AFL Brisbane Juniors) Attends league convened meetings as required Ensure sub committees or specific committee positions are created to meet the needs and responsibilities of the Club Preside at all meetings of the Club committee Provide support to the Management Committee and Committee members to ensure the efficient operation of the club. Establish a planning calendar for the year and ensure the Club remains on track with those dates. 	Vice-President / Operations Coordinator <ul style="list-style-type: none"> Preside over meetings in the absence of the President Oversee the football development program so that participation at junior and youth levels is maximised Coordination of Operations Team to ensure roster is established and implemented for opening and closing procedures for training and game days 	Treasurer <ul style="list-style-type: none"> Present all accounts for payment for approval Prioritise payment of accounts Promptly attend to general banking activities Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts Present all accounts for payment for approval Ensure the Club finances are correctly audited Process insurance claims Processing of Get Started Vouchers. Complete forms and submit annual financial reporting paperwork to Office of Fair Trading when requested 	Secretary <ul style="list-style-type: none"> Ensure incorporation requirements are implemented Ensuring pre-season administrative requirements are understood and completed Forwarding all registration related queries to the Club registrar Management of Club's general email inbox, Facebook correspondence and post box including the distribution of (forwarding to relevant party) and/or response to communication of relevant information as required Prepare and send correspondence in accordance with the direction of the President and Management Committee. Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Club's constitution and other policies. Ensure that actions identified from committee meetings are managed in accordance with dates specified Provide secretarial support to the committee Recruit first aid officers for season Register copy of injury report Ensure first aid officers receive required training 	Registrar <ul style="list-style-type: none"> Provide to the Committee as soon as possible after the completion of each season with recommendations for all membership types and fees for the ensuing year. Ensuring the club is set up through the league's online registration system to accept season registrations and payments Follow up with pending registrations to ensure proof of age is received and supplied to the league for all new players Acting as the club's league database coordinator Collate and analyse playing up / down requests for tabling and discussing at committee meetings Follow up with teams and ensure players are registered and able to play Processing requests for transfers and permits within the league guidelines Coordinate number of players per age group and submit relevant team nominations to AFLBJ Register all team officials with AFLBJ. This includes coaches, managers, first aid officers, ground marshalls and others as required. Ensure all required volunteers hold a current Blue Card, and organise for new/updates as required
Sponsorship Coordinator <ul style="list-style-type: none"> Develop a proposal, for ratification by the Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible. Coordinate sponsorship for all areas of the club. Arrange a sponsor's function at an appropriate time of the year. Ensure all existing sponsors are contacted three months prior to the season commencement Ensure all sponsorship agreements are honoured. Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season. Maintain contact and strong relationships with all Club sponsors Seek out new sponsors to supplement existing sponsors. 	Year Book, Team Photos and Trophy Coordinator <ul style="list-style-type: none"> Arrange photographer for team photos and individual head shots Coordinator date(s) for photos and logistics on the day(s) Coordinate team summary and player bios with team managers and coaches Collate and compile information for year book Order trophies for players and engraving for perpetual awards Coordinate date(s) and format(s) for trophy day(s) 	Facilities, Equipment & Grants Coordinator <ul style="list-style-type: none"> Act as the central point of contact in all correspondence with AFL Queensland, as the leasee and licensor of Leyshon Park facilities Act as central point of contact for canteen operator Liaising with Yeronga South Brisbane Football Club for all matters relating to ground usage and coordination and all matters pertaining to the license and/or applicable user agreements Coordinates all grant applications including acquittals Order and collect AFLBJ game day supplies, including match balls and arm bands Arrange jerseys and kit bags at commencement of seasons and collection at end of season Coordinating (stocktake/purchasing/storage) of training and game day equipment Ensure first aid kits are appropriately stocked 	Auskick & Roy's Junior Footy Coordinator <ul style="list-style-type: none"> Manages the AFL Auskick Centre and facilitates the Auskick and Roy's Junior Footy programmes Oversees the advertising and recruitment of Auskick and Roy's Junior Footy participants Acts as the central point of contact for AFLQ Development Coordinator Attends regional development meetings Manages Auskick equipment Facilitates participation by all parents 	Junior Football Umpire Program (JFUP) Coordinator <ul style="list-style-type: none"> Ensure all junior umpires and registered with JFUP Ensure all junior umpires are aware of and attend JFUP training courses Ensure all Roy's to Under 10 matches have an appropriately registered, trained and experienced JFUP umpire appointed Order and keep stock of all uniforms Distribute uniforms at the beginning of each season and ensure all items are returned to the club at the end of the season Organise umpire payments Attend games throughout the year to provide support to umpires Coordinate the resolution of an issue arising from the JFUP and umpiring of associated matches