



Club Committee Member— Adamstown Rosebud Junior Football Club Job Description

General Committee Members

Volunteers will hold no particular titled role, and form part of a general committee to help out through the Club, wherever they are required.

This role is as big or small as you want to make it, and is a great way to get involved in the Junior Club and get to know people in our community.

Responsibility of the Club Committee Member:

To support the Club Executive in the effective running of the Club, including participation in Juniors Game Days on Saturday and Sunday mornings during the Football season as well as a myriad of duties that help the Club run smoothly.

The Club Committee Member should have an understanding of human relationships and attitudes together with basic experience in Football associated activities. They should enjoy interacting with Parents, Players and Visitors.

The image of a Club can be demonstrated by Committee Members and whenever representing the Club, the Committee Member should aim for the highest levels of efficiency, together with sound ethical and moral standards.

Club Committee Members Role:

1. Be honest, trustworthy, fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of other involved in the Club. Players, Parents, Spectators and Supporters should all feel welcome.
2. Be unbiased and impartial, give clear direction and set an example for others to follow. Look outside the square for the solution that benefits the future of the Club, Parents and Players.

3. Be an effective and efficient Committee Member, encourage focused discussion and have a sound knowledge of those participating in Junior Football and what they expect to receive from being a part of ARJFC Teams.

There is appropriate focus on improving players, players having fun and not just winning games. Encourage everyone, regardless of Club, to be good sports.

4. Ensure that Committee Members are available, on a roster system, to assist with Juniors Match Days, Gala Days, Clean Up Days, Gear Distribution and Return and Supervision of Adamstown Park when it is in use by ARJFC.

5. Keep informed of all Club activities and be aware of future planning initiatives. Attend regular Committee Meetings and contribute to discussions.

6. Report to Committee Meetings about any problems or feed back that they are aware of and discuss what the Club can do to address the matter. Be an advocate for Players, Parents and anyone who wants a voice at a Committee Meeting.

7. Have a good and clear understanding of ARJFC rules, the Constitution (Model Rules) and the responsibilities of the various office bearers.

8. Ensure the Club rules, constitution and by-laws are respected and observed by everyone, regardless of what competition they play in.

9. Be involved in any "sub committees" that ARJFC Executive may find warranted and report back on what is happening to the General Committee. Guide the "sub committee" and ensure that it adheres to Club Rules and Policies.

10. Actively educate players, officials, club members and parents involved in the Club, to abide by and support the Adamstown Rosebud Junior Football Club Rules, Regulations and Codes of Conduct, as well as the Rules of Newcastle Football and Northern NSW Football.

11. Ensure all players and officials are suitably attired, attend and leave games or training dressed in a professional manner, in the approved Club Team Wear.

12. Assist the Club Secretary with some of the duties involved in that role.

13. Help organise the Juniors Season Launch and Presentation Day.

14. Prepare sufficient equipment for collection by Juniors Coaches/Managers and monitor the issue of the equipment and its return at season end.

15. Help run Club Cleanup and Working Bee Days.

16. Assist at Team Wear Fitting Days, Team Muster Days and Junior Trials

17. Other duties that may arise during the pre-season, season and post-season relating to the smooth operation of the Junior section of ARJFC.