



Roos Goondiwindi Junior Soccer

Committee Position Descriptions

The committee of the Roos Goondiwindi Junior Soccer club is responsible for the administration of the junior soccer club. It is also responsible for the running of the Saturday soccer competition during the two middle terms of the school year. To fulfil these roles, the committee has a number of positions that need to be filled each year. These positions cover a number of areas and as such provide numerous ways that parents can contribute to their children's sport.

The club has recently discussed a policy change so that people can only occupy a senior position on the committee for a maximum of two successive years. This is designed to facilitate new people onto the committee and to ensure people don't get "stuck" on the committee.

In terms of time, being on the committee is not a huge commitment with many jobs now being completed by email and SMS. There are approximately five (5) committee meetings each year. These last for an hour to an hour and half. Increasingly many of the decisions and discussion of ideas are made via email. This has decreased the length and frequency of required meetings.

Below is a brief summary of some of the roles on the committee. While some may sound difficult please remember that this is a junior sport run for the enjoyment of children and that all parents can contribute.

President

The Presidents role largely involves allowing each of the committee members to look after their section of responsibility. The President should have the capacity to listen and facilitate different points of view on the committee. Once a collective decision has been made it is the Presidents role to ensure it is carried out. The President should have a commitment to make the experience of junior soccer enjoyable for all players, regardless of age or ability.

Taking on the role of president of the club does not mean you need to take on positions on other soccer organisations such as Football SW. However you will need to be the point of contact for other clubs in our district. Once an email has been received about a carnival or issue from FSWQ or FQ it can be passed onto the rest of the committee for action.

As the club continues to develop its infrastructure and internal procedures this role and other roles within the club are becoming easier and less time consuming. As with most roles if the successful candidate approaches the position with energy and enthusiasm they will have a rewarding experience.

Vice-President

Duties of the Vice-president include:

- Chair any meeting in the absence of President
- Represent Roos Goondiwindi Junior Soccer Club at Gilbert Recreation Association meetings
- Assist President and executive as required

Treasurer

The treasurer is responsible for the finances of the club. The duties are:

- Assist Registrar to receive payments from players at the start of the season.
- Ensure all invoices sent to the club are checked and paid.
- Work with canteen committee to ensure proceeds from canteen are deposited in the bank.
- Reconcile bank account and keep a set of records for the auditor
- Present a report on financial situation at each committee meeting.

Secretary

The secretary is responsible for the recording and communication club information. Duties include:

- Take minutes at club meetings and forward them to committee
- Collect mail from the club mailbox and distribute to the relevant committee member
- Sign cheques as a member of the club executive
- Communicate with the wider club through emails

Registrar

The registrar is responsible for co-ordinating the registration of club players. A registrar needs to be able to:

- use a computer to set up registration and manage registrations;
- field phone calls about registrations;
- Log in, check on registrations and mark off players as paid to accept their registration;
- Once registrations have closed, player lists for each age group can be accessed from the registration site.

Since the introduction of compulsory ONLINE self registration in 2015, the job of registrar has become much easier and a lot less work. To assist registrars, each year there is a training day in Dalby or Toowoomba for registrars, and this year a webinar was also available. These training days are not compulsory.

As a general committee member you should also contribute to the running of Saturday soccer where possible.

Age Group Coordinator

U6, U7, U9, U11 and U15 age groups

The age group coordinators are the committee contact person for that age group. They do not necessarily have to coach Thursdays training sessions, however they do need to make sure that coaching is sufficiently covered for Thursday afternoon trainings. They assist at the start of the season in designing as even as possible teams. They are also the first point of contact for parents and coaches who may have a query or concern about an issue in that age group. They are the liaison between the parents and the executives. Age group co-ordinators would need to be available most Saturday mornings during the time their age groups are playing.

As an example, duties of the U7 Age co-ordinator who may run Thursday afternoon trainings may include:

- plan fun, engaging activities, sessions and programmes in a safe environment
- design basic training programmers
- teach basic soccer skills

Set-Up Coordinator

The setup co-ordinator is responsible for organising the Saturday morning set up crews. Typically we have three crews who take turns each Saturday to set up goals, flags and tents. The setup co-ordinator does not necessarily need to be at the grounds each Saturday morning but must have good crew captains and have the ability to substitute people in if others are away. Currently the coordinator is also responsible for line marking however that is not a primary role.

Canteen Co-ordinator

The canteen co-ordinator is responsible for all aspects of running the canteen each Saturday. This involves ordering stock, food preparation, running the canteen and working with the club treasurer to bank proceeds and pay accounts.

Other Positions

- **Coaching Co-ordinator**
 - Try to develop the number and level of qualified coaches within the club.
- **Ref co-ordinator**
 - Try to develop the number and level of qualified referees within the club.
- **Public relations co-ordinator**
 - The club is looking to improve the way we communicate with our parents and the wider community. Facebook has become a very important communication tool. The club is also investigating the development of an APP. This role would suit someone with skills and a passion in communication and the use of social media.