



President

Vice President

Secretary

Treasurer

Football Operations  
Coordinator

Child Safeguarding Officer

Bar Manager

Auskick Coordinator

Grants Coordinator

Canteen Manager

Social Events Coordinator

Merchandise Coordinator

Social Media Coordinator



# Responsibilities of the Committee

*The Club Committee is the senior decision making level of the Club and manages the Club's affairs on behalf of all the members. The Committee should meet as a group as regularly as deemed necessary to monitor and maintain operational and financial control of the Club. The Committee should operate to specified procedures and follow processes that allow for the democratic and proper conduct of a Sporting Club.*

## Duties:

- Ensure the constitution, objects, aims, rules and regulations of the club and the decisions and by-laws of the Committee are respected and observed at all times.
- Monitor the corporate affairs, governance and policies of the club.
- Obtain and maintain a general understanding of the business of the club.
- Undertake regular reviews of the financial position of the club, and make further enquiries from those reviews if necessary.
- Specify authority levels of the President, Secretary, Treasurer and other Committee members.
- Ensure the club has effective risk management policies in place.
- Accept and discuss reports from key members and sub-committees concerning the day-to-day activities of the club.
- Co-operate, support and work with other Committee members on strategic planning initiatives for the clubs short and long term development.
- Meet regularly on agreed dates.
- Ensure there is free and open two-way communication throughout the club and with other clubs within the league/region/state.
- Have a disciplinary procedure in place to deal with exceptions.

Committee members owe a 'duty of care' to the club and its members. This includes:

- A duty to act in good faith;
- A duty not to gain advantage by improper use of their position;
- A duty not to misuse information;
- A duty to act with diligence and care; and
- A duty not to trade whilst insolvent.
- Committee members are also required to comply with both common law duties (those imposed by the courts) and statutory duties.



*The role of the President is to provide the principle leadership and responsibility for the club and the committee. The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.*

## Primary responsibilities for the role of President include:

- To be well informed of all club activities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles & responsibilities of all committee members.
- Strong understanding of the legal and compliance obligations of running the club and ensuring that these are adhered to.
- Ensuring the club has a clearly defined purpose, vision and set of values to guide decision-making, club culture and behaviour.
- Facilitate planning and ensure the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/season.
- Work with the Treasurer to implement strong financial controls to protect the cash and assets of the clubs.
- Ensuring the necessary policies and procedures are in place to protect the health and safety of all club participants.
- Work with the Member Protection Information Officer to ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- Work with the committee and relevant office holders to ensure all club documentation is regularly reviewed and in line with industry standards & the club strategic direction.
- Manage and chair all committee meetings and the club annual general meeting with efficiency and effectiveness.
- Regularly liaise with committee members, managers and coaches to ensure they fulfil their roles and responsibilities.
- Work with the committee to ensure progress against strategic priorities by regularly reviewing club activities & operational plans.
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the club.
- Act as a signatory for the Club in all legal purposes and financial purposes.
- Serve as a spokesperson for the Club when required.



*The Vice President provides primary leadership and shared responsibility for the club and its committees. This role is instrumental in supporting the President, ensuring the club's goals and objectives are met, and overseeing legal compliance and governance. The Vice President collaborates with committee members, communicates club activities, and assists in strategic planning. This role also steps into the President's responsibilities when needed, contributing to the overall success of the club.*

## Primary responsibilities for the role of Vice President include:

### Leadership and Governance:

- Collaborate with the President to provide primary leadership for the club and committee.
- Assist the President in ensuring the club defines its purpose, vision, and values, guiding decision-making, culture, and behavior.
- Work closely with the President to facilitate club planning, setting goals, and developing strategies for implementation.
- Collaborate with the Treasurer to implement robust financial controls, safeguarding club assets, and ensuring transparency.
- Ensure all legal and compliance obligations of the club are understood and adhered to, mitigating risks.

### Communication and Representation:

- Maintain a strong understanding of all club activities, including subcommittees, events, and initiatives.
- Collaborate with committee members to ensure effective communication, decision-making, and operational alignment.
- Represent the club as a spokesperson when required, conveying the club's values and achievements to stakeholders.

### Committee Management and Collaboration:

- Chair committee meetings in the absence of the President, ensuring efficient and effective proceedings.
- Regularly liaise with committee members, managers, coaches, and volunteers to support their roles and responsibilities.
- Collaborate with relevant office bearers to review & update club documents, ensuring best practices and strategic alignment.
- Assist in addressing complaints and disputes according to club policies and procedures.

### Strategic Planning and Partnerships:

- Collaborate with the President and relevant roles to review progress against strategic priorities and alignment with plans.
- Contribute to the development of partnerships with sponsors, the league, local government, and other organisations.
- Work with the President to foster relationships with external stakeholders and maintain the club's presence in the community.



## Secretary

*The Secretary is the chief administration officer of the club. In partnership with the President, this role is responsible for ensuring that the club is run in accordance with the club constitution, rules, by-laws, policies and procedures.*

### Primary responsibilities for the role of Secretary include:

- In conjunction with the President, convene all committee meetings and general meetings.
- Prepare and circulate meeting agenda, supporting documents and any other information or reports required for committee meetings and general meetings.
- Maintain meeting minutes, ensuring they are signed by the President and that actions required from meetings are fulfilled.
- Manage all general club correspondence and act as primary point of contact for enquiries and engagement with members and stakeholders.
- Manage and maintain the club membership database.
- Maintain a register of the latest version of all club documentation, ensuring it remains relevant and in line with industry standards including but not limited to the club constitution, club Rules, by laws, policies and procedures, terms of reference etc.
- Assist the President and committee in its strategic planning and decision-making.
- With support from committee members, complete Annual Report.
- Act as a public officer for the club, liaising with members of the public, affiliated bodies and government agencies.



## Treasurer

*The role of the Treasurer is to be responsible for the financial supervision and performance of the Club. The role is required to regularly report on the club's financial status to the committee to inform decision-making, mitigate financial risk, and ensure transparency for members.*

### Primary responsibilities for the role of Treasurer include:

- Coordinate the preparation of the annual budget for the forthcoming year, describing potential sources of income and expenditure, and present to the committee for approval.
- Maintain up to date records of all income and expenditure over the course of the year.
- Manage the club's cash flow including issuing receipts, depositing all monies received in the club's bank account and approving payments promptly.
- Prepare and distribute invoices/accounts for services rendered.
- Provide a financial report at each committee meeting to support strategic planning and decision-making.
- Submit tax returns and income tax payments for any paid employees as required.
- Manage employee payrolls if required.
- Report financial activities to the membership at the AGM.
- Act as the signatory on the club's bank accounts, cheque accounts, and investment and loan facilities (alongside President or Secretary).
- Be fully informed about the financial position of the club at all times.
- Prepare financial accounts for annual or more frequent auditing, and provide the auditor with information as required.
- Acquit funds received from government grants and submit the necessary financial statements where requested.
- Prepare all necessary financial statements for inclusion in the annual report.
- Work with the Secretary to keep accurate record of all membership payments.



## Football Operations Coordinator

*The Football Operations Coordinator will be responsible for the co-ordination of on and off field football activities for the Clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level. The successful candidate will work closely with the President and Committee members to ensure the efficient operation of the Club.*

## Primary responsibilities for the role of Football Operations Coordinator include:

### Pre-Season

- Coordinate the development of the Football Operational Plan.
- Coordinate the appointment of all football coaches and other key leadership positions - contracts to be completed for all roles.
- Coordinate the appointment of all football team managers, umpires, trainers, runners and other team support staff to ensure smooth running on game days - contracts to be completed for all roles.
- Coordinate the player recruitment process with the committee and football coaches.
- Ensure the club's budget for player payments and all other paid positions is not exceeded - during and prior to each season.
- Coordinate and monitor the Club's player points and salary cap under AFL Victoria Rules and Regulations with no exceptions.
- Manage all clearances and player registrations in accordance with the league rules.
- Support committee in the ordering and management of on-field and off-field merchandise.
- Develop a performance plan for all coaches with clear targets and expectations.

### During Season

- Coordinate the football selection committee meetings for all football programs.
- Coordinate delivery of the Football Operational Plan.
- Liaise between players, coaches, and the Committee.
- Ensure all equipment is available as required by Coaches and/or League.
- Oversee the maintenance and management of all training and match equipment.
- Support team managers and oversee the submission of team sheets and match reports after both home and away games.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Coordinate home matches to ensure all teams and supporters have access to the correct facilities and equipment.
- Review the performance of all coaches with regular feedback - includes a formal review at mid season and end of season.



## Auskick Coordinator

*To ensure all participants have fun and make new friends whilst developing many new skills as part of Australian Football.*

### Primary responsibilities for the role of Football Auskick Coordinator include:

- Facilitate the AFL Auskick Program.
- Manages the AFL Auskick Centre.
- Advertises child and parent recruitment.
- Attends regional development meetings.
- Manages equipment.
- Develops communication links.
- Facilitates participation by all parents.
- Arrange BBQ's, education nights etc. for coaches and team ages groups as required.
- Recommend new equipment where required.
- Liaise with all Auskick coaches, providing regular feedback on training and match days.
- Committee members are to assist in Game Day Roster / Set Up.
- Liaises with parents and volunteers.



## Child Safeguarding Officer

*The Child Safeguarding Officer (CSO) serves as a dedicated advocate for child safety within the club. This position is responsible for promoting awareness of child safeguarding policies and procedures, providing guidance to individuals with concerns about children's well-being, and working to ensure a secure environment for young players.*

### **Primary responsibilities for the role of Child Safeguarding Officer (CSO) include:**

- **Communicate and promote awareness of the club's Safeguarding Policy and Procedures to club members and stakeholders.**
- **Educate adults within the club about their responsibilities to protect children's rights and well-being.**
- **Serve as the primary point of contact for all safeguarding matters, offering advice and support to individuals with concerns about children.**
- **Escalate complaints, concerns, and incidents to the club's Committee or relevant authorities as needed.**
- **Collaborate with the Committee and Junior Sub Committee to assess risks to children and develop strategies to mitigate these risks.**
- **Ensure proper screening of individuals in accordance with safeguarding laws and maintain relevant records.**
- **Provide regular updates on safeguarding matters during committee meetings.**
- **Implement safeguarding policies and procedures within the club.**



## Grants Coordinator

*The Grants Coordinator identifies grants opportunities, seeks Committee approval of such and apply for these grants to improve the facilities or operations of the club.*

### Primary responsibilities for the role of Grants Coordinator include:

- **Oversee all grants related matters within the Club.**
- **Identify and apply for applicable grant opportunities in collaboration with the Committee.**
- **Prepare invoices for grant payments to the Club in collaborate with the Treasurer when required.**
- **Oversee the use of successful grants to ensure the funding spent is relevant to the grant.**
- **Prepare evaluation reports for successful grants and distribute to the relevant company.**
- **Develop a database or list of annual grant options avaibale through LGA's, State, Federal Govt and other third parties.**
- **Develop strong relationships with LGA, state and federal government staff and decisioin makers.**
- **Uphold and actively promote club values throughout the Club as a whole.**
- **Provide a report on grant opportunities and grant progress at the monthly general committee meetings.**
- **Be committed to and identify any opportunities to further grow the club and its members into the future.**
- **Report on activities of the portfolio to the membership at the Annual General Meeting.**
- **Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action.**
- **Provide feedback to the Committee at the end of season on improvement opportunities.**



## Social Events Coordinator

*The role of the social events coordinator is to coordinate the social activities of the club. Ideally the social coordinator would work with the Committee to identify the functions that work financially and are both a social and fundraising activity.*

*The social coordinator would “recruit” groups (sub committees) of people to assist in the development and successful implementation of each of the social activities.*

## Primary responsibilities for the role of Social Events Coordinator include:

### Pre-season

- Work with the Club Treasurer to accurately set social activities fundraising targets which will be reflected in the club’s budget.
- Review the social activities from previous seasons and then determine the social activities for the upcoming season.
- Liaise with the President and Committee to ensure the proposed social activities for the upcoming year reflect the current opinions and preferences of club members and supporters.
- Provide the committee with the recommendations for the proposed social activities for the coming year (this should include budgets identifying the proposed revenues and costs for each activity).
- Create the marketing information for each social activity which can be provided to club participants to assist in the promotion of club social activities.
- Ensure the club website reflects the social activities for the year.
- Ideally your club will be able to generate social activities revenue directly from the club website (e.g. sell tickets to events via the website).
- Organise social media posts created that promote club social activities.
- Be the primary point of contact for all social activity enquires.
- Ensure the collection of social activity revenues.

### During season

- Review social activities with the Secretary and Treasurer to ensure the financial targets for social activities has been achieved and if not formulate corrective strategies.
- Be the initial point of contact for each function and for any issues or complaints from social activities during and after each event.
- Ensure that there is a volunteer roster set up to assist with the implementation of each function.
- Ensure catering and event budgets are met - extra expenditure to be approved by Committee.



## Social Media Coordinator

*A Social Media Co-Ordinator is becoming one of the most important positions within a club as social media is such a powerful way to grow, engage your club's audience. Effective use of social media will also support and drive the achievement of many of the club's goals and objectives.*

### Primary responsibilities for the role of Social Media Coordinator include:

#### Prior to the season

- Understand the key social, fundraising and sporting activities that will take place throughout the year and develop strategies to support and promote each activity.
- Create your communication strategy – break it into pre, during and post season strategies and define the information that will be included when and how?
- Determine which social media platforms and strategies best suit the achievement of your communication strategy and club goals and objectives
- Review and update the social media policy (code of conduct) and ensure this is provided to the committee for sign off.

#### During the season

- Actively update the club's different social media platforms throughout the week during the season (updating followers on scores, results, injuries, achievements milestones etc).
- Promote club's key activities and events throughout the year.
- Promote sponsors, especially promoting special offers from sponsors which people love.
- Facilitate social media participation and engagement within club stakeholders.
- Actively engaging followers to transform visitors into advocates for the club (creating a sense of belonging between the club and each individual).
- Collaborate with all divisions of the club to ensure their message and stories are being continually promoted and communicated.

#### Post season

- Review the list as people who have access to each of your club's social media sites and remove access for those you no longer wish to have access to the club's social media sites through the off season and beyond.



## Bar Manager

*The role of the Bar Manager is to oversee and organise all bar operations and effectively manage all aspects of this major trading operation to maximise revenue for the Club.*

### Primary responsibilities for the role of Bar Manager include:

- Obtain and maintain RSA.
- Ensure all drink services are in compliance with local regulations and licensing requirements.
- Manage stock orders and perform stock takes as necessary.
- Ensure the bar is adequately stocked for game days, events, and training nights.
- Oversee the bar on Saturdays and Sundays during the season, with support from volunteers.
- Proactively recruit volunteers and organise a weekly bar roster in collaboration with the club committees.
- Analyse sales reports in conjunction with the Treasurer to ensure appropriate profit margins.
- Adhere to cash handling processes and checks, liaising with the Treasurer as per established processes.
- Maintain a high standard of cleanliness and presentation for the bar.



## Canteen Manager

*The role of the Canteen Manager is to oversee and organise all bar and canteen operations and effectively manage all aspects of this major trading operation to maximise revenue for the Club.*

### Primary responsibilities for the role of Canteen Manager include:

- Obtain and maintain food handling certificate.
- Ensure all food and drink services are in compliance with local regulations and licensing requirements.
- Manage stock orders and perform stock takes as necessary.
- Ensure the canteen is adequately stocked for game days, events, and training nights.
- Oversee the canteen on Saturdays and Sundays during the season, with support from volunteers.
- Handle minor food preparations.
- Proactively recruit volunteers and organise a weekly canteen roster in collaboration with the club committees.
- Analyse sales reports in conjunction with the Treasurer to ensure appropriate profit margins.
- Adhere to cash handling processes and checks, liaising with the Treasurer as per established processes.
- Maintain a high standard of cleanliness and presentation for the canteen.



## Merchandise Coordinator

*The role of the Memberships and Fundraising Coordinator is to be responsible for the creation and design of club merchandise - then to ensure that stock levels for all merchandise and uniforms are of the right level and the tracking of stock and sales is up to date.*

### Primary responsibilities for the role of Merchandise Coordinator include:

- With committee, determine what merchandise needs to be ordered each season.
- Lead the design and purchase of merchandise - with approval from committee. Ensure all Exec members see proofs of new designs etc before purchases are made.
- Ensure that the best quality and prices for merchandise are sourced within the club budget.
- Ensure all club, league, AFL, partnerships logos and designs are up to date and meet all guidelines and agreements we have in place.
- Monitoring the availability of stock available.
- Assisting with merchandise handling, packing, and pricing.
- Designing and setting up enticing product and promotion displays.
- Monitoring stock supply inventories and predicting customer demand.
- Tracking sales records and arranging stock replenishments.
- Maintaining stock records and keeping stock orders within budget.
- Supervising purchasing activities, as well as product returns and exchanges.
- Liaising with suppliers on product pricing, promotions, special orders, buy-backs, and damages.
- Reporting to senior managers and answering customer queries.
- Keeping stock records and managing merchandise budgets.
- Ability to facilitate merchandise movement, packing, pricing, and replenishment.