

# Board/Position Responsibilities



<b>President</b>	<b>Chair all meetings/speak on behalf of Club Provide Club direction/effective organisation</b>
<b>Vice President</b>	<b>Back up/Assist President and is Ground/Operations Manager</b>
<b>Secretary</b>	<b>Is Public Officer for Club (attend to Office of Fair Trading reqds) Attends to general business/correspondence from decisions of meetings and requests from the Association</b>
<b>Assist Secretary</b>	<b>Keep club meeting minutes/distribute copies at meeting</b>
<b>Treasurer</b>	<b>Receive all money for club/bank/keep books/pay all creditors.</b>
<b>Registrars</b>	<b>Record registrations for all players/liaise with Grading Officer/Head Coaches</b>
<b>Communications</b>	<b>Ensure club/association communication is distributed and main Email contact for Club members</b>
<b>Groundsman</b>	<b>Ensure field marking/set-up is done correctly.</b>
<b>SSG (Rooball) Ref Coordinator</b>	<b>Arrange for refs for SSG games and training arrangements for refs</b>
<b>Uniform Manager</b>	<b>Organise order of club clothing/uniform and equipment. Keep track of issued equipment.</b>
<b>Club Coach</b>	<b>Endeavour to raise standard of football, liaise with coaches/grading chairman.</b>
<b>Profes Coach</b>	<b>Implements and organises football team/coaching programme for Club.</b>
<b>Grading Chairman</b>	<b>Overseas grading of all teams with the assistance of grading committee.</b>
<b>Canteen Manager</b>	<b>Order for canteen. Oversee canteen operation with helpers.</b>
<b>Child Protection Officer</b>	<b>Ensure club protection policy is correctly publicized/enforced</b>
<b>Marketing Mgr</b>	<b>Seek to obtain sponsors &amp; raise profile of Club, sell advertising.</b>
<b>Social Secretary</b>	<b>Organize social events throughout the season.</b>
<b>Competition Secretary</b>	<b>Prepare weekly competition draw/team roster/home match cards. Advise teams of any amendments. Place these on noticeboard</b>
<b>Fundraising Mgr</b>	<b>Raise funds for Club.</b>
<b>Webmaster</b>	<b>Manage the Club's Website, including monitoring or editing of what information is displayed.</b>
<b>Watering Man</b>	<b>Ensure ovals are irrigated and rabbit-free.</b>
<b>General Committee</b>	<b>Assist where possible other committee members, help with duty roster on weekends.</b>
<b>Assistants</b>	<b>Assist the main position.</b>