

Role Descriptions

President

The role of the Chair/President is to provide the principle leadership and responsibility for the organisations administration. At the operational level, the Chair is responsible for facilitating and ensuring efficient and effective Committee meetings.

- Being informed of all organisational activities
- Being aware of the future direction of the group
- Having a good working knowledge of the Club constitution, rules and duties of the office bearers
- Ensuring that planning and budgeting for the future is carried out in accordance with the wishes of the members
- Representing the Committee in other forums

Vice President

The Vice President's primary role is to assist the President and to take on the roles and responsibilities of the President in his/her absence. The Vice President should also oversee the risk management and compliance aspects of the club.

- Assisting the President when requested
- Acting as a spokesperson and representative to outside parties when requested
- Performing the duties of the President in his/her absence.

Reports to the President

Treasurer

The Treasurer is the chief financial management officer of the organisation. Desirable qualities include good organisational skills, a level of financial expertise and awareness of the information required for annual reporting. Duties include:

- Preparation of annual budgets
- Planning for the Clubs financial future
- Keeping records of all revenue (income) and expenditure
- Ensuring that all monies are banked promptly and invoices paid according to terms
- Ensuring adequate insurance is held
- Reviewing the annual profit and loss and balance sheets
- Ensuring that an annual audit is conducted
- Providing regular financial statements to the committee, with a capacity to explain any details
- With Player Welfare Officer, co-facilitating the Player Welfare Fund

Reports to the President

Secretary

The Secretary is the key administration officer of the committee and provides the links between the committee, members and outside agencies. It is desirable that the secretary be a good communicator, maintain confidentiality and have the ability to delegate tasks and supervise others.

Duties include:

- Maintaining a register of all Members and Committee members
- Preparing and distributing agendas for meetings, in consultation with the President
- Taking accurate minutes of meetings
- Receiving and disseminating correspondence
- Meeting reporting requirements to the NFL and government agencies as required

- Enabling access to NJFC Sporting Pulse database for designated new Club volunteers
- Providing Team Managers with folders outlining the requirements for their role
- Ensuring names of players with medical conditions are passed on to appropriate Team Managers
- Ensuring Coaches and team officials are registered on club database
- Ensure current sponsors logos are displayed on club letterhead

Reports to the President

Football Manager

- Overseeing the Coaches, Assistant Coaches (with Coaching Co-ordinator) and Team Managers (with Team Manager Co-ordinator) in ensuring the team plays according to the NFL By-Laws and the spirit of the game
- Ensuring compliance of Coaches, Assistant Coaches, Team Managers and Trainers in regards to coaching certification, WWC checks, Code of Conduct and any other relevant club policies
- Following up with Coaches, Assistant Coaches and Team Managers about any match day issues they may encounter and ensuring they are aware of any NFL directives. Ensuring the Committee is kept up to date with any match day issues as they occur
- Ensuring regular meetings are held for Coaches, Assistant Coaches and Team Managers
- Organising any necessary coaching training/ updates for Coaches and Assistant Coaches prior to the season
- Securely storing best and fairest votes for all rounds and organising for counting of votes at end of season

Reports to the President

Coaching Co-ordinator

- Working with the Football Manager, ensuring coaching processes and requirements are followed and coaching standards met.
- Assisting the Committee and Football Manager in assessing and selecting Coaches
- Assisting Coaches in identifying, assessing and selecting Assistant Coaches
- Organising and chairing regular meetings for Coaches and Assistant Coaches
- Developing Club Coaching Guidelines and a Coaching Curriculum.
- Acting as a mentor to club Coaches as requested
- Ensuring Coaches uphold the AFL Coaches Code of Conduct
- Arranging and conducting Club coaching meetings as required
- Ensuring all Coaches are recognized for their efforts and their commitment to quality coaching practices, including nominating suitable Coaches for awards.
- Assisting Coaches with their re-accreditation needs

Reports to the President

Team Manager Co-ordinator

- Ensuring compliance of Team Managers in regards to WWC checks, Code of Conduct and any other relevant club policies
- Following up with Team Managers about any match day issues they may encounter and ensuring they are aware of any NFL directives. Ensuring the Committee is kept up to date with any match day issues as they occur
- Ensuring necessary training is provided for Team Managers and holding meetings of Team Managers as necessary

Reports to the Football Manager

Membership Secretary (Registrar)

- Ensuring all players are registered and all documentation required is sighted and noted e.g. health care cards
- Ensuring emergency contact information is held for each member
- Initiating transfer requests for new players and processing transfers for outgoing players, monitoring for any outstanding fees or possession of club property
- With Player Welfare Officer, ensuring registration fees are paid in accordance with the Registrations and Subscriptions Policy.

Reports to the Treasurer

Grounds Manager

- Ensuring grounds are in good condition and marked in accordance with NFL By-Laws
- Liaising with Darebin Council in relation to repair of grounds or facilities when required
- Ensuring clubrooms are unlocked on match days and before training, and locked at completion of match days and training
- Organising Match Day Marshalls for Home Games
- Organising inspection of home grounds before matches and ensuring visiting team signs off on inspection
- Ensuring clubhouse maintained in good condition, i.e. Oversee cleaner

Reports to the Football Manager

Property Manager

- Ensuring sufficient jumpers are available for each team
- Ensuring supplies of required socks and shorts are sufficient and co-ordinating sales of these to players/ families
- Providing teams with sufficient equipment to conduct training e.g. balls, drink bottles, cones, and bibs.
- Ensuring team kit is prepared and ready for each team at the start of each season, containing all equipment necessary for matches
- Stocking and selling club merchandise
- Organizing membership 'gift' for start of season, if required

Reports to the Treasurer

Social Secretary

- Organizing club social events at regular intervals during the season
- Co-ordinating activities for Family Day at commencement of the season
- Assisting in organizing Presentation Day

Reports to the President

Canteen Manager

- Overseeing operation of canteen on match days

Reports to the Treasurer

Sponsorship

- Liaising with local businesses to provide financial support or donations for the club
- Organising signage/ merchandise etc. in accordance with sponsorship arrangements, in conjunction with Grounds Manager and Property Manager
- In preparation for handover, preparing a chart of current sponsorship arrangements, showing any existing and future commitments

Reports to the Treasurer

Fundraising

- Investigating and organising fundraising opportunities for the club e.g. raffles

Reports to the Treasurer

Awards/ Team Photo Manager

- Organising 50 and 100 game plaques for each player milestone
- Organising group and individual photos for each team
- Organising trophies for Presentation Day
- Organising Presentation Day, in conjunction with Social Secretary
- Organising updating and display of club boards. Display premiership pennants and other club memorabilia

Reports to the Football Manager

Website/ Communications/ Social Media

- Organising and regularly updating website
- Co-ordinating communications to club members
- Developing and maintaining accurate club contact lists
- Maintaining Facebook and other social media pages
- Preparing and distributing club newsletter (weekly during season)
- Ensuring training times, coach, team manager and committee contact details on website are up to date
- Ensuring match times/ venues etc. are displayed accurately each week
- Ensuring current sponsors logos are displayed on website/ newsletter

Reports to the President

Tribunal Representative/ Player Welfare Officer

- Dealing with Player Welfare issues with sensitivity, and with a commitment to maintaining members' privacy and confidentiality.
- Supporting any players in difficult circumstances, liaising with team managers, coaches, Treasurer, NFL and outside service providers as necessary
- With Registrar, ensuring registration fees are paid in accordance with the Registrations and Subscriptions Policy.
- With Treasurer, co-facilitating the Player Welfare Fund
- Attending tribunal as advocate for player/ Club if required

Reports to the President

First Aid Co-ordinator

- Preparing first aid kits at start of season and ensure top up supplies are available for Trainers when needed
- Monitoring stock of first aid cupboard
- Organising training for Trainers – updates, refreshers, basic training – in accordance with NFL requirements and instructions
- Ensuring Trainers are aware of their responsibilities and relevant club policies e.g. concussion policy

Reports to the Football Manager