



KALAMUNDA CITY FOOTBALL CLUB COMMITTEE

ROLES & RESPONSIBILITIES

No.	Role	Responsibility
1	President	<ul style="list-style-type: none"> ○ Provide leadership to the whole club. ○ Initiate, be informed and facilitate club activities. ○ Ensure committee members, team manager and coaches fulfil their responsibilities to the club. ○ Chair monthly committee meetings and the clubs AGM. ○ Discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members prior to the committee meeting. ○ Work with the committee to ensure the club has clearly defined goals and objectives, prepare plans and policies to implement these. ○ Ensure that planning and budgeting for the future is carried out in accordance with financial and strategic plans. ○ Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members. ○ Be available to handle any disputes. ○ Attend governing body and Council meetings where necessary. ○ Review Constitution, By-Laws and Rules of Competition. ○ Liaise with relevant stakeholders (i.e. local government). ○ Report activities of the portfolio to the membership at the AGM.
2	Vice-president	<ul style="list-style-type: none"> ○ Provide direct support for president and be willing to step into the role of President if required. ○ Regularly liaise with the President to ensure the club is meeting its overall goals and objectives. ○ Be well informed of all club activities and assist in delivering these activities. ○ Work with the committee to ensure the club has clearly defined goals and objectives, prepare plans and policies to implement these. ○ Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members.
3	Secretary	<ul style="list-style-type: none"> ○ Provide secretarial support to the committee, including preparing agendas in consultation with the President. ○ Prepare minutes of all committee meetings and AGMs, distribute them in accordance with the club's constitution and file appropriately. ○ Prepare a overview report of all activities of the club for presentation to members at the AGM. ○ Maintain an accurate copy of the rules and by-laws of the club. ○ Maintain registers of members' details, life members and sponsors.



		<ul style="list-style-type: none"> ○ Receive all correspondence directed to the club and distribute to appropriate members. ○ Ensure all licenses required by the club are current. ○ Complete annual statements as required by the Incorporations Act. ○ Give notice to governing body and relevant stakeholders regarding changes to committee members and key contacts.
4	Treasurer	<ul style="list-style-type: none"> ○ Prepare budget (financial plan), in consultation with the committee to reflect income and expenditure of the club. ○ Attend to general banking activities. ○ Maintain accurate records of income and expenditure. ○ Report to the Committee on a monthly basis. ○ Arrange invoices for periodical payments. ○ Make details of all accounts available to the club committee and members as provided in the Corporate Affairs Act. ○ Organise collection of funds from various events for banking. ○ Ensure all taxation commitments are met by the club. ○ Ensure the club finances are appropriately audited as required. ○ Prepare annual financial accounts for auditing and provide the auditor with necessary information. ○ Report activities of the portfolio to the membership at the AGM. ○ Be one of several signatories – two on each club cheque. ○ Monitor sponsorship funds. ○ Attend monthly club committee meetings. ○ Liaise with governing body regarding financial payment system. ○ Attend governing body financial training session as required.
5	Registrar	<ul style="list-style-type: none"> ○ Register all new players within the FW and PlayFootball guidelines. ○ Assist the President & Vice-President in allocating teams. ○ Register copy of injury reports. ○ Process insurance claims. ○ Security of all teams' players votes. ○ Number of games played by player – as recorded by squad. ○ Follow up with teams to ensure all players are registered prior to playing. ○ Follow up with Treasurer on outstanding registration fees. ○ Pass onto club Secretary all player contact details to ensure club database is always accurate.



6	Committee Member	<ul style="list-style-type: none"> ○ Undertake tasks at the request of the President or General Committee. ○ Attend monthly club committee meetings. ○ Participate in discussion and decision making of the committee. ○ Take on a specific portfolio role:
Portfolio Roles		
a)	Football West Liaison	<ul style="list-style-type: none"> ○ Receive all correspondence from Football West via the Secretary and action as required. ○ Provide an update to the committee monthly. ○ Ensure any coaching or training courses offered by Football West are passed onto committee and shared to coaches. ○ Liaise with Football West regarding any rule changes or any other legislative changes which will impact the club.
b)	City & Kalamunda Rangers Liaison	<ul style="list-style-type: none"> ○ Complete an application to the Council for access to any Council owned facilities the Club wishes to use during the year for training, competitions and social activities. ○ Collect and distribute the keys to the sporting facilities, ensuring a register is kept of their distribution. ○ Introduce yourself and the Club to key Council staff, including Sport and Recreation staff, CEO, Councilors and the Mayor. ○ Ensure the Club has all required council permits. ○ Attend all Council forums and meetings as required. ○ Be the primary point of contact between Council and the Club. ○ Ensure all messages and information received from Council are distributed to the appropriate people within the Club. ○ Communicate and coordinate the resolution of any facility maintenance issues with Council. ○ Liaise with Council in the planning and the delivery of major Club events and activities as necessary. ○ Ensure all facilities are cleaned and vacated by the date required by Council. ○ Collect all keys and return to Council. ○ Liaise with Kalamunda Rangers in any activities which will impact on their club operations as necessary.
c)	Sponsorship & Grants Coordinator	<ul style="list-style-type: none"> ○ Be the point of contact for all sponsorship enquiries along with the President. ○ Review and, if required, develop sponsorship categories and fees which seek to grow and expand the sponsorship base of the Club. ○ Work with the Treasurer to accurately set sponsorship sales targets which will be reflected in the Club's budget. ○ Provide the Club Committee with recommendations for all sponsorship categories and fees for the upcoming year.



		<ul style="list-style-type: none"> ○ Create sponsorship marketing information which can be provided to Club participants so they can assist to sell sponsorships to their network of family and friends. ○ Ensure the Club website is updated to reflect current sponsorship information and post via social media. ○ Provide details of sponsorship applications to the Secretary for maintenance in Club databases. ○ Accept sponsorship agreements with support from President. ○ Review sponsorship sales with the Treasurer to ensure the financial targets for sponsorship sales have been achieved and if not formulate corrective strategies. ○ Review all sponsorship agreements to ensure all sponsorship fees have been received. If this has not been achieved, assist with the collection of sponsorship fees. ○ Ensure that all sponsorship inclusions (such as apparel, merchandise, tickets to games and events) have been provided. ○ Ensure that all sponsors are welcomed and included in all Club activities. ○ Ensure that all sponsors are personally thanked by the Club for their support throughout the year. ○ Seek feedback from key sponsors on how the Club can continue to create value for them for next year and beyond. ○ Research and identify grants and funding opportunities for the Club. ○ Review grant/funding guidelines to ensure Club is eligible. ○ Collect and collate all necessary supporting documentation and information to accompany the application. ○ Ensure approved grants and funding are acknowledged in Club communications to members, on website and social media pages. ○ Provide a register of all grant/funding applications to the Secretary for maintenance.
d)	Junior Coordinator	<ul style="list-style-type: none"> ○ Interact effectively with Players, Parents, Umpires, Team Coaches/Team Managers. ○ Be the primary point of contact for parents of junior (boys) unless the President is required to resolve issues. ○ Ensure all players are being catered for, regardless of level of experience or ability. ○ Promote player development opportunities. ○ Attend Committee meetings and provide an update on junior football activities as required. ○ Assist in the appointment of Team Coaches and Team Managers.
e)	Female Coordinator	<ul style="list-style-type: none"> ○ Interact effectively with Players, Parents, Umpires, Team Coaches/Team Managers. ○ Be the primary point of contact for parents of girls unless the President is required to resolve issues. ○ Ensure all players are being catered for, regardless of level of experience or ability.



		<ul style="list-style-type: none"> ○ Promote player development opportunities. ○ Implement initiatives to help retain participants, including coaches and other volunteers. ○ Attend Committee meetings and provide an update on female football activity as required. ○ Attend Club, Association, and FW meetings/events when required. ○ Promote Football West Female initiatives such as Female Football Week and Female referee and coaching courses ○ Actively promote the Female Football Pathway to Parents, Clubs, Schools and Participants. ○ Establish links with local Primary/Secondary Schools/Colleges and other community organisations where females are present. ○ Help to reinforce relevant Codes of Conduct. ○ Assist in the appointment of Team Coaches and Team Managers. ○ Advocate for the improvement of facilities that help to promote female engagement. ○ Liaise with representatives from FW regarding female football when required.
f)	Miniroos Coordinator	<ul style="list-style-type: none"> ○ Interact effectively with Players, Parents, Umpires, Team Coaches/Team Managers. ○ Be the primary point of contact for parents of miniroos unless the President is required to resolve issues. ○ Assist in formulating teams after registrations are finalised. ○ Assist with organising coaches for MiniRoos teams. ○ Encourage MiniRoos Football Coaches to complete a Grassroots Coaching Course. ○ Ensuring that all game leaders are identifiable, have a whistle and are aware of the field they will be on. ○ Assist the Register in organising MiniRoos games, teams and ensuring coaches and managers are aware of which field their teams are playing on.
g)	Clusters Coordinator	<ul style="list-style-type: none"> ○ Interact effectively with Players, Parents, Umpires, Team Coaches/Team Managers. ○ Be the primary point of contact for parents of clusters unless the President is required to resolve issues. ○ Assist in formulating teams after registrations are finalised. ○ Assist with organising coaches for Cluster teams. ○ Ensuring that all game leaders are identifiable, have a whistle and are aware of the field they will be on. ○ Assist the Register in organising Cluster games, teams and ensuring coaches and managers are aware of which field their teams are playing on.
h)	Uniforms & Merchandise	<ul style="list-style-type: none"> ○ Organise uniforms for all participating teams, and keep a registrar of uniforms provided to each team. ○ Coordinate the return of uniforms and update registrar to reflect changes stock.



		<ul style="list-style-type: none"> ○ Be the primary point of contact of for all merchandise and manage the sale of club merchandise. ○ Review the apparel, clothing and merchandise to ensure adequate stock available. ○ Provide the committee with the recommendations for all apparel, clothing and merchandise. ○ Have the club website updated to reflect current merchandise. ○ Review sales to ensure there are not outstanding amounts ○ Be the initial point of contact for any issues or complaints from members concerning their merchandise ○ Update the committee on merchandise sales, recommendations for improvements and any necessary changes.
i)	Equipment Manager	<ul style="list-style-type: none"> ○ Undertake a review of all Club equipment and identify the equipment needs, maintain an equipment registrar. ○ Review all Club equipment from an operational and safety perspective. Repair equipment as required and dispose of equipment that is no longer usable ○ Identify new equipment needs for the upcoming season, obtain quotes and seek approval from the committee to purchase the equipment. ○ Allocate Club equipment to appropriate Club Officers, updating the equipment register to note who is responsible for each piece of Club equipment. ○ Liaise with equipment suppliers for purchases and maintenance. ○ Monitor equipment throughout the year to ensure it remains accounted for and in safe working condition. ○ Collect all equipment to be stored during the off season & update the equipment register. ○ Follow up equipment not returned as required.
j)	Social Media & PR Manager	<ul style="list-style-type: none"> ○ Act as the club representative for new members and volunteers at registration days, club events and functions. ○ Support new members and volunteers to settle into the club through frequent and ongoing engagement. ○ Conduct feedback among new members and volunteers to understand their experience and identify possible issues to be addressed. ○ Provide regular social media updates in accordance with social media schedule. ○ Coordinate updates from each committee role to ensure ongoing communication with wider community. ○ Ensure events, fixtures, results and sponsors profiles are shared with the online community.
k)	Fundraising & Events Coordinator	<ul style="list-style-type: none"> ○ Research and develop fundraising opportunities, including events and detailed campaigns. ○ 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. ○ Work with the Club Treasurer to accurately set social activities fundraising targets which will be reflected in the Club's budget.



		<ul style="list-style-type: none"> ○ Provide the Committee with the recommendations for the proposed social activities for the coming year. ○ Contact and build relationships with prospective sponsors and suppliers to support the delivery of events. ○ Create the marketing information for each social activity which can be provided to Club participants to assist in the promotion of Club social activities ○ Have social media posts created that promote Club social activities. ○ Ensure the collection and reconciliation of social activity revenues with the Treasurer.
l)	Team Photos Coordinator	<ul style="list-style-type: none"> ○ Research and identify potential photography services. ○ Engage a suitable photography service provider with the support of committee to provide photos for all club teams. ○ Coordinate the dates and times for each teams photographs. ○ Liaise with team managers to facilitate the purchase and distribution of team/individual photos.
m)	Bar Manager	<ul style="list-style-type: none"> ○ Qualifications: RSA & Bar Manager Certified ○ Provide bar tending services to club.