



ROLES & RESPONSIBILITIES

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

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

6	Committee Member	<ul style="list-style-type: none"> o Undertake tasks at the request of the President or General Committee. o Attend monthly club committee meetings. o Participate in discussion and decision making of the committee. o Take on a specific portfolio role:
Portfolio Roles		
a)	Football West Liaison	<ul style="list-style-type: none"> o Receive all correspondence from Football West via the Secretary and action as required. o Provide an update to the committee monthly. o Ensure any coaching or training courses offered by Football West are passed onto committee and shared to coaches. o 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"> o 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. o Collect and distribute the keys to the sporting facilities, ensuring a register is kept of their distribution. o Introduce yourself and the Club to key Council staff, including Sport and Recreation staff, CEO, Councilors and the Mayor. o Ensure the Club has all required council permits. o Attend all Council forums and meetings as required. o Be the primary point of contact between Council and the Club. o Ensure all messages and information received from Council are distributed to the appropriate people within the Club. o Communicate and coordinate the resolution of any facility maintenance issues with Council. o Liaise with Council in the planning and the delivery of major Club events and activities as necessary. o Ensure all facilities are cleaned and vacated by the date required by Council. o Collect all keys and return to Council. o 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"> o Be the point of contact for all sponsorship enquiries along with the President. o Review and, if required, develop sponsorship categories and fees which seek to grow and expand the sponsorship base of the Club. o Work with the Treasurer to accurately set sponsorship sales targets which will be reflected in the Club's budget. o Provide the Club Committee with recommendations for all sponsorship categories and fees for the upcoming year. o 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. o Ensure the Club website is updated to reflect current sponsorship information and post via social media. o Provide details of sponsorship applications to the Secretary for maintenance in Club databases. o Accept sponsorship agreements with support from the President. o Review sponsorship sales with the Treasurer to ensure the financial targets for sponsorship sales have been achieved and if not formulate corrective strategies.

		<ul style="list-style-type: none"> o 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. o Ensure that all sponsorship inclusions (such as apparel, merchandise, tickets to games and events) have been provided. o Ensure that all sponsors are welcomed and included in all Club activities. o Ensure that all sponsors are personally thanked by the Club for their support throughout the year. o Seek feedback from key sponsors on how the Club can continue to create value for them for next year and beyond. o Research and identify grants and funding opportunities for the Club. o Review grant/funding guidelines to ensure the Club is eligible. o Collect and collate all necessary supporting documentation and information to accompany the application. o Ensure approved grants and funding are acknowledged in Club communications to members, on website and social media pages. o Provide a register of all grant/funding applications to the Secretary for maintenance.
d)	State League Coordinator	<ul style="list-style-type: none"> o Interact effectively with Players, Parents, Umpires, Team Coaches/Team Managers. o Be the primary point of contact for state league players unless the President is required to resolve issues. o Liaise with Football West as required in relation to the management of the State League team. o Promote player development opportunities. o Help to reinforce relevant Codes of Conduct. o Attend Committee meetings and provide an update on State League football activities as required.
e)	Senior Coordinator	<ul style="list-style-type: none"> o Interact effectively with Players, Parents, Umpires, Team Coaches/Team Managers. o Be the primary point of contact for senior league players unless the President is required to resolve issues. o Liaise with Football West as required in relation to the management of the senior teams when needed. o Promote player development opportunities. o Implement initiatives to help retain participants, including coaches and other volunteers. o Help to reinforce relevant Codes of Conduct. o Attend Committee meetings and provide an update on senior football activities as required.
f)	Junior Coordinator	<ul style="list-style-type: none"> o Interact effectively with Players, Parents, Umpires, Team Coaches/Team Managers. o Be the primary point of contact for parents of junior (boys) and secondary contact for junior girls unless the President is required to resolve issues. o Ensure all players are being catered for, regardless of level of experience or ability. o Promote player development opportunities. o Help to reinforce relevant Codes of Conduct. o Attend Committee meetings and provide an update on junior football activities as required. o Assist in the appointment of Team Coaches and Team Managers.

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

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

		<ul style="list-style-type: none"> o Ensure the collection and reconciliation of social activity revenues with the Treasurer.
n)	Team Photos Coordinator	<ul style="list-style-type: none"> o Research and identify potential photography services. o Engage a suitable photography service provider with the support of a committee to provide photos for all club teams. o Coordinate the dates and times for each team's photographs. o Liaise with team managers to facilitate the purchase and distribution of team/individual photos.
o)	Fixtures Coordinator	<ul style="list-style-type: none"> o Liaise with Football West in relation to home fixtures ensuring timings and pitches are set up each week as required. o Liaise with the President and each playing group coordinator to establish the needs of each team to ensure coaches can make their own games. o Manage Squadi during the season and assist with team managers when needed. o Assist the Registrars as needed.
Essential Non-Committee Roles		
i)	Bar Manager	<ul style="list-style-type: none"> o Qualifications: RSA & Bar Manager Certified o Provide bartending services to the club.
ii)	Member Protection Information Officer	<ul style="list-style-type: none"> o Assist in establishing and thereafter maintaining Member Protection policies. o Listen to complaints and concerns from members. o Provide support, information and options to members who have raised concerns/complaints. o Manage documents relating to child protection and the Working with Children Checks. o Verify WWC numbers on-line (if applicable). o Keep up-to-date with information regarding member protection. o Understand club policies and procedures in relation to complaints and member protection. o Be accessible and approachable. o Maintain confidentiality. o Assist and provide information to the Club Committee (if required), including attending committee meetings when necessary. o Assist with annual risk assessment (if required).