**President**

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.

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

**Knowledge**

To successfully undertake the role of President the roles requires the person:

* To be well informed of all Club activities, especially those of all Sub-Committees
* Have a good working knowledge of the constitution, Club rules and by laws, policies and procedures as well as the duties of all office holders
* Strong understanding of the legal and compliance obligations of running the Club

**Governance**

Key governance responsibilities include ensuring the Club:

* Defines and documents its Club culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers
* Ensures the Club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
* Implements strong financial controls to protect the cash and assets of the Clubs as well as the volunteers handling the cash
* Ensures the Committee receive regular and accurate financial reporting, budgets and cash flow projections
* Ensure compliance and legislative obligations are meet
* Ensure the health and safety of all Club participants
* Ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures
* All Club positions, roles and sub Committees have regularly reviewed position descriptions or terms of references
* All Club activities are documented in operations manuals, policies and procedures
* Volunteers are trained and supported throughout the year to undertake their roles successfully

**Meetings, communication and key relationships**

Running meetings and communicating to stakeholders are core responsibilities of a Club President including:

* Setting the Agenda for each Committee and general meeting, including the Clubs Annual General Meeting
* Chair all Committee Meetings
* Chair the Annual General Meeting
* Act as a spokesperson for the Club and represent it locally, regionally and nationally as required
* Regularly liaise with Sub-Committees to ensure they receive assistance and support as and when they need it
* Ensure that all sub-Committees are regularly reporting to the Committee.
* Liaise with all relevant stakeholders/sponsors
* Ensure Committee members, team managers and coaches fulfil their responsibilities to the Club.
* Ensure the key stakeholder/sponsor relationships of the Club are maintained and nurtured

**Requirements**

The President is expected to:

* Act in the best interest of the members at all times
* Attend all Committee meetings
* Undertake the role in good faith and honesty

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other Committee members.

**End of year Hand Over - Updating key documents**

At the end of each year a key activity of the President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

**Induction of the incoming President**

An important responsibility of outgoing President is to train, mentor and support the incoming President.

**Essential Skills and Requirements**

* Must hold or be willing to apply for a current volunteer’s “working with children” check
* Can communicate effectively
* Can oversee organisational activities
* Is aware of the future directions and plans of members
* Has a good working knowledge of the rules of the Club and the duties of all office holders and sub-Committees
* Is a strong supportive leader for all member’s
* Able to chair Committee or executive meetings
* A good understanding of the sporting and competition requirements at local, regional and higher levels
* Unbiased and impartial on all issues
* Receptive to change and able to adapt as the Clubs needs change
* Dedicated Club person

**Vice President**

The role of Vice President generally is to work closely with and support the Club President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason (in accordance with Club rules). The Vice President should also provide the President with assistance to develop and implement strategic planning and setting long term goals for the Club.

The role of Vice President is the ideal position for those considering becoming Club Presidents in the future, as the Vice President should work closely President to support them to undertake the leadership and governance responsibilities of the Club.

Knowledge

To successfully undertake the role of Vice President the roles requires the person:

To be well informed of all Club activities, especially those of all sub Committees

Have a good working knowledge of the constitution, Club rules and by laws, policies and procedures as well as the duties of all office holders

Strong understanding of the legal and compliance obligations of running the Club

Governance

The Vice President will assist the President ensure the Club undertakes its key governance responsibilities include ensuring the Club:

Maintains great Club culture and ensures new members are given guidance and support

Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved

Has strong financial reporting, budgets and cash flow projections to support future goals

Ensure compliance of all obligations and the health and safety of all Club participants

Ensure all complaints and disputes are immediately investigated and responded to according to Club policies and procedures

All Club positions, roles and Sub-Committees have regularly reviewed position descriptions or terms of references

Volunteers are trained and supported throughout the year to undertake their roles successfully

Meetings, communication and key relationships

The Vice President will:

Assist the President to set the Agenda for each Committee meeting and general meeting, including the Clubs Annual General Meeting

In the absence of the President, the Vice President will:

Chair Committee meetings

Chair the Annual General Meeting

Act as a spokesperson for the Club and represent it at locally, regionally and nationally as required

Ensure all responsibilities of the President are undertaken as required

Requirements

The Vice President is expected to:

Act in the best interest of the members at all times

Attend all Committee Meetings

Undertake the role in good faith and honesty

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other Committee members.

End of Year Hand Over - Updating key documents

At the end of each year a key activity of the Vice President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Vice President

An important responsibility of outgoing Vice President is to train, mentor and support the incoming Vice President.

Essential Skills and Requirements

Hold or willing to apply for a current volunteer “working with children” check

Can communicate effectively

Can oversee organisational activities

Has a good working knowledge of the rules of the Club and the duties of all office holders and sub Committees

Able to chair Committee or executive meetings if required

A good understanding of the sports requirements at local, regional and higher levels

Ability to remain unbiased and impartial on all issues

Receptive to change

Dedicated Club person

1. **SECRETARY**

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the Club is run according to these core requirements at all times.

The Club Secretary is generally the Clubs nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the Club Officer responsible for managing, collecting, reviewing and disseminating the Club’s information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key Club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming Committee and relevant volunteers.

Legislative responsibilities

The secretary will also act as the “Public Officer” of the Club so generally becomes the Clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

Notifying the relevant government body of their appointment

Lodging on behalf of the Club all reports and notices as required by the relevant Incorporated Associations Act

Maintaining the Club’s membership database

Meetings

In conjunction with the President, schedule all Committee meetings and general meetings (including the Annual General Meeting) as early as possible

Prepare and circulate, at least 4 days prior to each Committee meeting the Agenda and supporting reports, required to be considered by the Committee

Take the meeting Minutes of each Committee and general meeting, circulating them within 4 days of the meeting to relevant people

Prepare and circulate according to the Club Rules, the notice convening the Annual General Meeting, ensuring all members are invited

If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met

Maintain the minute book of Club Committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

Communication

Handle all general Club correspondence, responding to any correspondence as required or forwarding to relevant Committee member

Oversee and co-ordinate the Club’s communication strategy – Database

Be the Clubs point of contact for key stakeholders including, local council, local association and peak sports bodies including all media enquiries per the Media Policy

Knowledge Management

Maintain a register of the latest version of all Club documentation including but not limited to the Club Rules, all policies and procedures, by laws, position descriptions, Sub-Committee terms of reference, coach and player development plans etc.

Maintain a register of all marketing material relating to the Club’s activities (letterhead, logos, posters, brochures etc.)

Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting

Co-ordinate the induction training for the incoming Committee, Sub-Committees, coaches, managers and volunteers

Succession Planning

A key responsibility of the Club Secretary is to ensure that at the end of their term a new Secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple Assistant Secretaries who will be delegated tasks and responsibilities of the Secretary. The Secretary will ensure that when delegating tasks to Assistant Secretaries that:

Expectations are clearly defined

The Assistant Secretaries have been adequately trained

The Secretary provides continual monitoring and support

Requirements

The Secretary is expected to:

Act in the best interest of the members at all times

Attend all Committee members

Undertake the role in good faith and honesty

Hold or willing to apply for a current volunteer’s “working with children” check

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club President of the conflict who will immediately inform all other Committee Members.

End of Year Handover -

Updating key documents

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the Club information register prior to the Annual General Meeting each year.

Induction of the incoming Secretary

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary.

**Treasurer**

The Treasurer is responsible for ensuring the Committee is empowered to manage the financial affairs of the Club, is responsible for protection of the Club’s cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the Club’s accounts and producing the Club’s financial reports for presentation to the Committee, the members at the Annual General Meeting, as well as complying with all financial reporting obligations contained in the Club rules and the Incorporated Associations legislation.

**Empowering the Committee to manage the financial affairs of the Club**

* Record all financial transactions in the Clubs accounting system as well as maintaining a list of Club assets and liabilities
* Assisting in the preparation of Cashflow projections/budgets as part of the strategic planning
* Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the Committee to review and take action in a timely manner
* Provide a list of payments for the previous month to the Committee each Committee meeting
* Provide a list of revenues outstanding and payments to be made to the Committee each Committee meeting

**Protect the Club’s assets, cash and the volunteers who manage them**

* Implementing financial management procedures which protect both the Club’s funds and assets and the volunteers who handle them
* Control the Club bank account(s), ensuring only those authorised are bank account signatories
* Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
* Ensure as much revenue as possible is collected using online payments
* Ensure all approved expenditure is paid as when it falls due
* Ensure all moneys due to the Club are collected

**Financial reporting**

* Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
* Produce the Financial Report to members to be presented at the Annual General Meeting
* Undertake all legislatively required reporting and submissions

**Essential Skills**

* Enthusiastic and well organised
* Ability to keep concise financial records in the Clubs accounting system
* Ability to allocate regular time periods to maintain the financial records of the Club
* Diligent with receipts and money
* Ability to work in a logical and orderly manner
* Honest and trustworthy
* Financial accounting or book keeping experience preferred
* Adequate Computer skills

**Requirements**

The Treasurer is expected to:

* Act in the best interest of the members at all times
* Attend all Committee Meetings
* Undertake the role in good faith and honesty
* Hold or willing to apply for a current volunteers “working with children” check

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Secretary of the conflict who will immediately inform all other Committee members.

**End of Year Hand Over - Updating key documents**

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

**Induction of the incoming Treasurer**

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.

Assist the incoming Treasurer in completing all necessary paperwork for Bank Log in and access to accounts and adding new signatories to the accounts, together with removal of outgoing treasurer from signatory access.

**Registrar**

The role of the Club Registrar is to supervise and be responsible for the proper registration of all members within the Club. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details and maintaining up to date records for each member. Assisting members with their registration if required. Approving registrations in My Sideline.

**Knowledge**

To successfully undertake the role of Registrar the roles requires the person:

* To be well informed of all Club activities and work closely with the Club members
* Have a good working knowledge of the constitution, Club rules and by laws, policies and procedures as well as the duties of all office holders
* Have a strong understanding of the legal and compliance obligations of running the Club
* Reasonable Financial skills/knowledge
* Must have adequate computer skills
* Report writing skills for General Committee reports
* Knowledge of My Sideline and approving registrations and lodging transfer applications

**Responsibilities**

* Assist Committee in review of membership fees and arrangements for the ensuing season for consideration
* Prepare, update and circulate membership documents as required
* Ensure registration has been completed correctly for each member
* Update details of existing members where required
* Provide the Committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting
* Provide all members’ details to the Secretary to maintain the Club database
* Process registrations via My Sideline as required
* Provide new member details to Team Managers and ensure proper initiation procedures are followed for new members
* Maintain up to date record of member details and provide regular updates to Team Managers for their records
* Maintain a Key register.
* Assist with development of strategies for the ongoing expansion of the membership base of the Club

**Meetings, communication and key relationships**

The Registrar will:

* Support the Team Managers in the induction of new members
* Liaise with the Team Managers to ensure the new members understand training and game day processors
* Provide regular updates at General Meetings regarding the current status of membership numbers
* Liaise with the Club Committee regarding membership drives and incentives
* Liaise with the Treasurer regarding the payment of registration fees

**Requirements**

The Registrar is expected to:

* Act in the best interest of the members at all times
* Attend all Committee members
* Undertake the role in good faith and honesty

If at any stage the Registrar becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other Committee members.

**End of Year Hand Over - Updating key documents**

At the end of each year a key activity of the Registrar will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Secretary prior to the Annual General Meeting each year.

**Induction of the incoming Registrar**

An important responsibility of outgoing Registrar is to train, mentor and support the incoming Registrar.

**Essential Skills and Requirements**

* Passionate about the Club and dedicated to improving Club practices
* Be well organised and able to work under pressure, especially at the beginning of the season
* Adequate computer skills
* Can communicate effectively
* Hold or willing to apply for a current volunteer “working with children” check
* Has a good working knowledge of the rules of the Club and the duties of all office holders and Sub-Committees
* A good understanding of the sports requirements at local, regional and higher levels
* Receptive to change
* Dedicated Club person

**Secretary**

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the Club is run according to these core requirements at all times.

The Club Secretary is generally the Clubs nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is also the Club Officer responsible for managing, collecting, reviewing and disseminating the Club’s information and knowledge (e.g. policies and procedures, position descriptions etc). The Secretary is responsible for collecting all the key Club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming Committee and relevant volunteers.

**Legislative responsibilities**

The secretary will also act as the “Public Officer” of the Club so generally becomes the Clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

* Notifying the relevant government body of their appointment
* Lodging on behalf of the Club all reports and notices as required by the relevant Incorporated Associations Act
* Maintaining the Club’s membership database

**Meetings**

* In conjunction with the President, schedule all Committee meetings and general meetings (including the Annual General Meeting) as early as possible
* Prepare and circulate, at least 4 days prior to each Committee meeting the Agenda and supporting reports, required to be considered by the Committee
* Take the meeting Minutes of each Committee and general meeting, circulating them within 4 days of the meeting to relevant people
* Prepare and circulate according to the Club Rules, the notice convening the Annual General Meeting, ensuring all members are invited
* If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met
* Maintain the minute book of Club Committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting

**Communication**

* Handle all general Club correspondence, responding to any correspondence as required or forwarding to relevant Committee member
* Oversee and co-ordinate the Club’s communication strategy – Database
* Be the Clubs point of contact for key stakeholders including, local council, local association and peak sports bodies

**Knowledge Management**

* Maintain a register of the latest version of all Club documentation including but not limited to the Club Rules, all policies and procedures, by laws, position descriptions, Sub-Committee terms of reference, coach and player development plans etc.
* Maintain a register of all marketing material relating to the Club’s activities (letterhead, logos, posters, brochures etc.)
* Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the Annual General Meeting
* Co-ordinate the induction training for the incoming Committee, Sub-Committees, coaches, managers and volunteers

**Succession Planning**

A key responsibility of the Club Secretary is to ensure that at the end of their term a new Secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple Assistant Secretaries who will be delegated tasks and responsibilities of the Secretary. The Secretary will ensure that when delegating tasks to Assistant Secretaries that:

* Expectations are clearly defined
* The Assistant Secretaries have been adequately trained
* The Secretary provides continual monitoring and support

**Requirements**

The Secretary is expected to:

* Act in the best interest of the members at all times
* Attend all Committee members
* Undertake the role in good faith and honesty
* Hold or willing to apply for a current volunteer’s “working with children” check

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the Club President of the conflict who will immediately inform all other Committee Members.

**End of Year Handover -**

**Updating key documents**

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the Club information register prior to the Annual General Meeting each year.

**Induction of the incoming Secretary**

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary.