



Port Macquarie Football Club

Committee Position Descriptions



NATIONAL CLUB
ACCREDITATION SCHEME

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President (Executive)

Objective:

To ensure the club promotes the participation and achievement of its teams at the highest level across Senior and Junior competitions. Ensure the club is run efficiently administratively, financially and socially to support all on-field activities.

The President helps the committee prioritise its goals and keeps the committee on track by working within the club's framework. At an operational level, the major function of the President is to facilitate effective committee meetings.

Responsibilities:

- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Attend Football Mid North Coast (FMNC) and Council meetings/forums where relevant.
- Manage/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 in plenty of time.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the portfolio to the membership of the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Review Constitution, By-Laws and Rules of Competition.
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for club activities.
- Be available to handle any disputes.
- Liaise with relevant stakeholders including local Council.

Relationships:

- The President reports to the club's members and General Committee of the club.
- A close relationship is required with all FMNC departments.
- Supports all managers, committee members, coaches, players and staff.



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Accountability:

- The President is accountable to the members and General Committee of the club. The estimated time commitment required as the President is 3-4 hours per week.

Essential Skills:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and can avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

Desirable Skills:

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.



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Vice President (Executive)

Objective:

To oversee all football related matters across the club, providing leadership to all coaches, players and volunteers.

The Vice President supports the President and Committee members to prioritise goals and ensure the efficient operation of the club

Responsibilities:

- Preside over meetings in the absence of the President.
- Ensure all operations of the club are managed efficiently.
- Assist other Committee members as required.
- Undertake tasks at the request of the President, Executive or Club Committee.

Relationships:

- The Vice-President reports to the President, club members and Executive and General Committee.
- Supports all managers, committee members, coaches, players and staff.

Accountability:

- The Vice President is accountable to the President and General Committee of the club.

The estimated time commitment required as the President is 3-4 hours per week.

Essential Skills:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Dedicated club person.
- Be approachable.

Desirable Skills:

- Communication and negotiating skills.
- Listening skills.



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Secretary (Executive)

Objective:

The club secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders.

Responsibilities:

- Establish a meeting schedule for General and Executive Committees for the current year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate reports from office bearers.
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately.
- Collate and arrange for the printing of the annual report.
- Prepare a comprehensive 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 plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, FMNC and any other body that has governance. Give advice to the President and committee as required.
- Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the club are current.
- Complete annual statements as required by the Incorporations Act.
- Maintain sponsorship records.
- Notice to FMNC and relevant stakeholders regarding changes to committee members and key contacts.

Relationships:

- President and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- Will be in regular contact with FMNC, Council and other external stakeholders

Accountability:

- The Secretary is accountable to the President and General Committee.

The estimated time commitment required as the Secretary is 2-3 hours per week during the season. This may be increased at the beginning of the season.



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Essential Skills:

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.

Desirable Skills:

- Minute taking skills.
- Typing/computer skills.
- Negotiating skills.
- Empathy with varying groups of people.



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Treasurer (Executive)

Objective:

To ensure that a financial management and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club at all times.

Responsibilities:

- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure all staff, team managers and coaches do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the General Committee on a monthly basis.
- Present all accounts for payment for approval.
- 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.
- Oversee and seek reports of all other accounts held by sections of the club.
- Ensure all taxation commitments are met by the club.
- Ensure the club finances are appropriately audited.
- 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 FMNC regarding financial payment system.
- Attend FMNC financial training session as required.

Relationships:

- Reports to the President and General Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.



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Accountability:

- The Treasurer is accountable to the President and General Committee.
- The Treasurer shall seek ratification from the General Committee of a club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approved.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

The estimated time commitment required as the Treasurer is up to 2 hours per week.

Essential Skills:

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

Desirable Skills:

- Financial accounting experience.
- Negotiating skills.
- Computer skills.



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Registrar

Objective:

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with Football Mid North Coast through the MyFootballClub database system.

Responsibilities:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by the General Committee.
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner.
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual General Meeting.
- Provide membership packages to all members, including life members.
- Ensure life members receive their memberships prior to the commencement of the season.
- Provide all members' details to the Secretary to maintain the club database.
- Follow up with a reminder letter to those members from previous years, who have not renewed their membership.
- Understand FMNC MyFootballClub system and attend 'System Training' session at the beginning of the season or as required by FMNC or the club.
- Liaise with FMNC as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub system.
- Implement Privacy Act regarding all membership information.
- Assist the club and FMNC to promote and implement the self-registration option via MyFootballClub.
- Check club email address daily for updated Registration information.
- Process registrations via MyFootballClub as required for members (players, volunteers, coaches etc).
- Maintain member details as required by MyFootballClub.

Relationships:

- The Registrar reports to the President, Secretary, Treasurer and General Committee.
- Liaises with FMNC Registration Team, Competitions Department and Finance Team.
- Will have a close relationship with team coaches and team managers.



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Accountability:

- The Registrar is accountable to the President, Secretary and Treasurer.

The estimated time commitment required as the Registrar is up to 2 hours per week. This will be increased at the beginning of the season.

Essential Skills:

- Computer literate in the various Microsoft applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Financial skills/knowledge.
- Report writing skills for General Committee reports.
- Knowledge of the club membership packages and external requirements (FMNC membership fees etc).



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NATIONAL CLUB
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Coaching Coordinator

Objective:

To ensure that there is a suitably qualified coach for each team at the club.

Responsibilities:

- Appoint coaches to teams throughout the club.
- Deliver Community Coaching courses as required.
- Recruit players from the club to assist in coaching roles.
- Delivery of school holiday coaching clinics as required.
- Deliver programs into local schools as required.
- Coordinate grading sessions for relevant age groups if required.

Relationships:

- Reports to the President and General Committee.
- Work alongside the Mini-Roos Coordinator

Accountability:

- It is the responsibility to ensure each team has a coach in place who is qualified and suitable to coach that level team.
- Should report to the General Committee to ensure all members are aware of any upcoming coaching courses available etc.

The estimated time commitment required as the Coaching Coordinator is up to 4-6 hours per week around peak periods such as the registration period and school holidays. Away from these times, it would decrease.

Essential Skills:

- Accredited to deliver Community Football coaching courses.
- Passionate and dedicated to promoting the club to the wider community.
- Willing to work with other coaches to share knowledge and assist with any problems / questions.



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Mini-Roos Coordinator

Objective:

The MiniRoos coordinator is primarily responsible for the organisation and management of Aldi MiniRoos on match day. Also assists with the coordination of MiniRoos teams by providing information and resources to individual coaches for teams playing in the 5 to 11 age groups.

Responsibilities:

- Ensure fields are safe and fit to play on.
- Ensure equipment is accessible to people setting up fields
- Ensure all game leaders are identifiable, have a whistle and are aware of the field they will be on.
- Timing the matches and making sure all matches start and finish at the correct time.
- Arrange the packing up of all equipment after the matches are completed.
- Act as the Point of Contact for parents and coaches of MiniRoos players.
- Encourage MiniRoos coaches to complete a Grassroots Coaching Course
- Explain the rules to coaches and parents
- Promote the benefits of MiniRoos football
- Ensure that coaches are registered through MyFootballClub and assist where necessary
- Regularly seek feedback from coaches and assist where possible or refer to the Registrar.

Relationships:

- Reports to the President and General Committee
- Liaise with MiniRoos Coaches, managers and parents
- Work with Coaching Coordinator to accredit Grassroots coaches
- Work with NNSWF MiniRoos Development Officer.

Accountability:

- The MiniRoos Coordinator is accountable to the President & General Committee.

The estimated time commitment required as the MiniRoos Coordinator is 2-3 hours per week during the season. This may be increased at the beginning of the season.

Essential Skills:

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Dedicated club person.



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Member Protection Officer

Objective:

The Member Protection Information Officer (MPIO) provides information and guidance on complaints procedures. They are the 'go to' person for members who want to discuss problems at their club, particularly if they are considering making a formal complaint.

MPIOs provide information about a person's rights, responsibilities and options to individuals making a complaint or raising a concern. They can also provide information to administrators and complaint handlers with regard to the Member Protection Policy.

MPIOs play a key role in ensuring Football is safe, fair and inclusive. MPIOs do this through ensuring club people and administrators know their rights and responsibilities and ensuring policies that focus on member protection are being implemented. Such policies may include but are not limited to the complaints policy and procedures, child protection/ Working With Children Check policies, and harassment and discrimination policies.

Responsibilities:

- Listen to complaints and concerns from members
- Provide support, information and options to members in regard to their complaint or concern
- Understand club policies and procedures in relation to complaints, member protection and code of conduct.
- Keep up to date with information relating to Member Protection
- Manage documents relating to child protection and the NSW Working with Children Check
- Verify Working with Children Check numbers online
- Maintain confidential records of complaints or concerns
- Assist and provide information to the club committee in relation to Member Protection

Relationships:

- Reports to the President and General Committee.
- An MPIO interacts with the club committee, players parents, coaches, managers, volunteers, officials, spectators

Accountability:

- An MPIO should be independent of any decision making at their club and be neutral in their role
- An MPIO should ensure there is no conflict of interest in any matters they respond to
- A committee member can have MPIO training, however they should not hold the role of MPIO if they are to be part of decision making process in relation to complaints



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Essential Skills:

- Completed the Member Protection Information Officer Course
- Good interpersonal and communication skills
- Be accessible and approachable
- Good understanding of governing Constitution/By-Laws/Policies and Procedures
- Good organisational skills
- Conflict resolution skills
- Ability to provide support but not take over conversations
- MPIO's must hold a valid NSW Working With Children Check



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Public Officer

Objective:

The Public Officer is the official point of contact for an incorporated association and one of the authorized signatories.

Responsibilities:

- Notifying Fair Trading of any change in the association's official address within 28 days
- Collecting all association documents from former committee members and delivering the documents to the new committee member
- Returning all association documents to a committee member within 14 days, upon vacating office
- Acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable
- Custody of any documents as required by the constitution.

Relationships:

- Reports to the President and General Committee.
- Department of Fair Trading

Essential Skills:

- Over 18
- Resident of NSW



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Canteen Coordinator

Objective:

To provide canteen services at all home games, gala days, presentations and other times as agreed.

Responsibilities:

- Ensure goods purchased at the best rates possible
- Supply receipts and account for all purchases
- Maintain and balance a cash float
- Liaise with the Treasurer for banking of profits from Canteen sales.
- Ensure Canteen and associated equipment is kept clean and tidy in accordance with Food Safety standards
- Establish a varied menu of stock to encourage purchases from the Canteen
- Ensure the Canteen is open prior to start of the first game
- Organise volunteers to assist with Canteen operations as required

Relationships:

- Reports to the Club Committee

Accountability:

- Accountable to the President and Committee
- Provide a report on operations at the monthly Committee meeting.
- Seek approval from the Committee prior to purchasing new equipment.

Essential Skills:

- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure
- Ability to control and supervise others.
- Organise and delegate tasks.

Desirable Skills:

- Financial skills/knowledge.



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Gear Steward

Objective:

To ensure the efficient management of the Club training and game equipment.

Responsibilities:

- Audit equipment at end of season to allow for replacement equipment to be sourced prior to commencement of new season
- Organise all training equipment for each coach prior to season start
- Obtain quotations from suppliers for large orders for equipment for approval by the Committee

Relationships:

- Reports to the President and Secretary
- Liaises with the Committee
- Liaises with the Coaching Coordinator, team Coaches and/or Managers as required.
- Liaises with suppliers

Accountability:

- Accountable to the President and Committee
- Seek approval from the Committee prior to purchasing new equipment

Essential Skills:

- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure



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Sponsorship/Grants Coordinator

Objective:

To maximise the number of sponsors supporting the Club and maximise revenue from the sponsorship base. Research, prepare and submit Grant applications to Government and non-Government organisations as required.

Responsibilities:

- Develop sponsorship packages to attract new sponsors
- Contact existing sponsors prior to season commencement.
- Seek out new sponsors
- Ensure all aspects of sponsorship packages are met prior to season commencement.
- Research and report to the committee appropriate Grant opportunities
- Prepare and submit Grant applications approved by the committee

Relationships:

- Reports to the President and Secretary.
- Liaises with the Committee
- Liaises with the club Sponsors
- Liaises with Grant providers

Accountability:

- Accountable to the President and the Committee

Essential Skills:

- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure
- Computer literate in the various Microsoft applications.

Desirable Skills:

- Report writing skills for Grant applications
- Negotiating skills.



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Publicity Officer

Objective:

To publicise information regarding Club business to members and the public in a timely manner using the Club website, social media and print media.

Responsibilities:

- Club website/social media management: update website as required: e.g. with competition details, social events, committee information, policies, constitution, photos, etc.
- Ensure social media (e.g. Facebook) sites are used by members in accordance with club policy and does not discriminate, bully, offend, intimidate or humiliate another person.
- Ensure all Electronic communication does not mislead members and does not bring the club into disrepute.
- All communications are to comply with Privacy Laws and respect and maintain privacy of members.
- Liaise with local media to promote Club news and events as appropriate

Relationships:

- Liaises with Club committee
- Liaises with all Club members
- Liaises with local media outlets

Accountability:

- Reports to the Executive Committee

Essential Skills:

- Good communication skills.
- Passionate and dedicated to promoting the club to the wider community.
- Well organised and able to work under pressure
- Computer literate in the various Microsoft applications, social media (e.g. Facebook)
- Well informed of all club activities.

Desirable Skills:

- Knowledge of web design applications.



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General Committee Member

Objective:

To provide support to the President, Secretary and other General Committee members to ensure the efficient operation of the club.

Responsibilities:

- Assist the President and Secretary in their duties as required.
- 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.
- Look after a specific portfolio. (Marketing, Sponsorship, Events etc.)

Relationships:

- Reports to the President and General Committee.
- Liaises with various external stakeholders depending on club portfolio.

Accountability:

- General Committee members are accountable to the President and General Committee.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.
- Provide a report of their portfolio for each committee meeting.

Essential Skills:

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Good report writing skills

The estimated time commitment required as a General Committee member is up to 1 hour per week.



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Team Manager

Objective:

To ensure the successful management of the team and welfare of the players in their care, whilst making sure that all off field matters are dealt with efficiently and timely. Provide support to the coach and any support staff.

Responsibilities:

- Liaise with all team members, parents, coaches and officials to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the secretary.
- Liaise with the players, coaches and the General Committee, acting as a liaison officer between the club and the team.
- Document any problems that arise between team members, parents, coaches and supporters and present these to the Secretary or General Committee.
- Coordinate return of equipment to appropriate storage area after training and matches.
- Coordinate submission of team sheets and match reports to secretary after both home and away matches.
- Ensure all players pay their membership fees and other required payments on time.
- Determine weekly awards with appropriate coaches and support staff.

Relationships:

- Reports to the President and Secretary.
- Supports the coach, committee and other support staff.
- Liaise with players, parents and club supporters.

Accountability:

The Team Manager will report to the President, Secretary and General Committee of the club, as well as the coach of the team they manage.

Essential Skills:

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club and team.
- Understanding of the rules and regulations of the competition.

The estimated time commitment required as the Team Manager is up to 5 hours per week.