

BRIEF OUTLINE OF CLUB POSITIONS

President

1. Overall responsibility for running the Club.
2. Chairs monthly Committee meetings and represents the Club
3. Directly supports and liaises with other committee & non-committee position holders.

Vice President

1. Supports the President.
2. Liaises with affiliated bodies to ensure coordination of home games.

Treasurer

1. Receives and deals with Club funds. Keeps accurate records of the club's financial activities.
2. Reports club's financial status at monthly meetings & submits accounts to auditors at the end of season.
3. Liaises with the Uniform Officer, Canteen Coordinator, Team Liaison Officer and Sponsor Liaison Officer with relations to Club's earnings/expenses.

Secretary

1. Receives and sends correspondence on behalf of Club, mostly to Football Brisbane, other Dayboro community groups and the Club members.
2. Communicate relevant correspondence to Committee and/or relevant club position holders at monthly meetings or via email.
3. Keeps and maintains appropriate records and minutes.
4. Assists the President in the smooth running of the Club.

Team Liaison Officer

1. Specifically supports and liaises with Team Managers and Coaches and brings issues to the Committee.
2. Assists and educates Team Managers and Coaches on Club and Football Brisbane processes (e.g match records)- done at commencement of season with committee support
3. Distributes playing jersey kits, first aid kits and storeroom keys at the start of the season.
4. Conducts inventory of returned jersey kits/first aids kits/keys at the end of season.
5. Orders trophies and assists at Club events-e.g. Team Announcement Day, Trophy Day, Team Photos.

Canteen Coordinator

1. Responsible for the smooth running of the Club canteen on match days and at any other club events.
2. Orders and keeps records of stock ensuring adequate supplies.
3. Ensure equipment is available and in good condition and that the canteen is clean and meets Food Safety Standards.
4. Organises a roster of volunteers and supports/trains volunteers in canteen tasks.

Director of Coaching

1. Support coaches through providing training opportunities and mentorship.
2. Responsible for developing training sessions for coaches, teams, and players where a need has been identified.
3. Liaises closely with the Executive Committee.
4. Reports any issues with equipment and concerns arising from training sessions.

E-Off the Post Editor

1. Collates and creates an email-based newsletter which includes club updates and match reports (usually on a fortnightly basis).
2. Electronically distributes the newsletter to all Club members via the Secretary.

First Aid Coordinator

1. Checks First Aid Kit and restocks as necessary. Ensures there are adequate icepacks in the freezer.
2. Compiles a list of First Aid Officers and creates a roster for each home game.
3. Reports any first aid incidents to the Executive Committee.

4. Provides basic first aid tips as needed.

Fundraising/Events Coordinator

1. Assists with events/fundraisers including Sign-on Day, Team Announcement Day, Dayboro Day (parade & stall), Team Photos, AGM & Trophy Day.
2. Liaises with President & other relevant Committee/non-Committee members to determine what, when, and how.
3. Organises a team of helpers to assist with the planning and implementation of an event.

Grounds Manager

1. Overall responsible for ensuring the grounds are in playable conditions for the home matches and training sessions. (NB does not include mowing)
2. Ensures pitches are marked out correctly for home matches (as per size guidelines).
3. Coordinates a team of people to undertake appropriate tasks (as needed).
4. Organises working bees as necessary.

Match Day Coordinator

1. Ensures that home games are run smoothly and efficiently, specifically the games and referee allocation.
2. Creates roster of SSF referees & liaises with Committee if referees needed for Competitive games.
3. Ensures Ground Officials and First Aid Officers are appointed and assist with issues that may arise on match days.
4. Creates a home game schedule prior to each home game and ensures games commence on time and transition between games is smooth.

Publicity Officer

1. Responsible for generating appropriate publicity for the club and its sponsors including articles in local press distributions.

Registrar (NB: Most involvement is required at the beginning of the season.)

1. Responsible for organising sign-on day with the assistance from the Executive Committee.
2. Records all membership, player registration details & club official details on MyFootballClub computer system.
3. Organises applications for Blue Cards for Managers/Coaches etc.
4. Provides all required information and forms to Football Brisbane within required timeframes
5. Assists with team lists for Team Photo Day and Trophy Day.
6. Updates/amends records as necessary.
7. Assists Executive Committee as part of the Team Selection Panel following registration.

Sponsor Liaison Officer

1. Organises sponsor packages and sources sponsors.
2. Sends appropriate correspondence to facilitate payment of sponsorship.
3. Invites sponsors to Club events.
4. Communicates with sponsors and liaise with other committee and non-committee members.
5. Ensures sponsors receive appropriate exposure throughout the season.

Storeroom Maintenance Officer

1. Monitors the equipment storeroom on a regular basis and tidies up training equipment as needed.
2. Reports damage/loss of equipment to Executive Committee.

Uniforms Officer

1. Orders sufficient supplies of uniforms, including club training shirts, shorts, and socks and maintains records of stock.
2. Take orders for uniforms and distribute them in liaison with Treasurer and/or Team Liaison Officer.
3. Organise screen-printing and embroidery of sponsor shirts in liaison with Sponsor Liaison Officer and other relevant members.
4. Assists Team Liaison Officer with distribution of playing jerseys to Team Managers and keeping an accurate register.

Website Manager

1. Updates website as needed.