



Port Saints Football Club

Committee Position Descriptions

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Port Saints Football Club

Committee Position Descriptions

President (Executive)

Objectives

- To provide strong, efficient and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the senior football teams at the highest level, and that all junior members are given the highest level of Coaching and competition to promote their development to senior ranks within the Club.
- Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.
- To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

Responsibilities

- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Club Committee.
- Report activities of the portfolio to the membership at the AGM.
- Assist other Executive and Club Committee members in their duties as required
- Represent the Club at as required at

Relationships

- Reports to the Members and Club Committee.
- Acts or ensures his/her delegate acts in the best interests of the Club at League, or Delegates Meetings.
- Supports all Committee Members and football staff.

Accountability

- Member of Executive Committee
- The President is accountable to the Members and the Club Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Port Saints Football Club

Committee Position Descriptions

Vice President (Executive)

Objectives

- To oversee all football related matters across the Club.
- Provide leadership to all football coaches, players, support staff and volunteers.
- To provide support to the President of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Ensure the effective and efficient operation of the Executive and all football operations.
- Preside over meetings in the absence of the President.
- Ensure that all sectors of the Club football operations are managed effectively and efficiently so that on field performance is maximised.
- Oversee the football development program so that participation at junior and senior levels is maximised.
- Ensure that all coaches and support staff are carrying out their duties as required.
- Oversee recruitment of coaches and players according to policies outlined by the Club Committee.
- Assist other Committee members in their duties as required.
- Refer to Member Protection Policy and Coaches Code of Conduct for other responsibilities as required.
- Undertake tasks at the request of the President, Executive or Club Committee.

Relationships

- Reports to the President and Club Committee.
- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- Member of Executive Committee
- The Vice President is accountable to the President and Club Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Port Saints Football Club

Committee Position Descriptions

Secretary (Executive)

Objectives

- To ensure that appropriate administrative support is provided to the President, General Committee and Sub Committee's.
- To provide a "whole of Club" planning focus to ensure the overall efficient management of Club functions.
- To manage business considered by the Club Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Establish a planning calendar for the year.
- Provide a coordinating and support role for Club sub-committees.
- Formulate the annual operating plan and manage its ongoing administration.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a complete record of all activities of the Club.
- Be familiar with the rules of the Club, League, State Body, AFL and any other body that has governance to give advice to the President and Committee as required.
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club.
- Receive all correspondence directed to the Club.
- Prepare and send correspondence in accordance with the direction of the President and Club Committee.
- Report activities of the portfolio to the membership at the AGM.
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the AGM.
- Assist other Committee members in their duties as required.
- Refer to Member Protection Policy and Coaches Code of Conduct for other responsibilities as required.
- Undertake tasks at the request of the President, Executive or Club Committee.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with sub-committee's.

Accountability

- Member of Executive Committee
- The Secretary is accountable to the President and the Club Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Port Saints Football Club

Committee Position Descriptions

Treasurer (Executive)

Objectives

- To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Responsibilities

- Prepare the annual budget of the Club for presentation at the February Committee meeting (the draft budget having earlier been formulated by the Executive).
- Ensure all Managers and general committee members do not exceed authority ceilings for financial expenditure without reference to the Club Committee.
- Promptly attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Report monthly to the Club Committee on budget performance.
- Present all accounts for payment for approval.
- Prioritise payment of accounts.
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act.
- Oversee and seek reports of all other accounts held by sections of the Club.
- Ensure the Club finances are correctly audited.
- Report activities of the portfolio to the membership at the AGM.
- Assist other Committee members in their duties as required.
- Refer to Member Protection Policy and Coaches Code of Conduct for other responsibilities as required.
- Undertake tasks at the request of the President, Executive or Club Committee.

Relationships

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

Accountability

- Member of Executive Committee
- The Treasurer is accountable to the President and the Club Committee.
- The Treasurer shall seek ratification from the Club Committee of a Club budget, including debt reduction and thereafter shall have the authority to act within the limits of the budget and strategy approve.
- The Treasurer shall provide a monthly report to the Club Committee of all financial transactions.



Port Saints Football Club

Committee Position Descriptions

Canteen Coordinator

Objectives

- To provide an appropriate Canteen service at all home games and at other times as agreed,
- To provide support to the Executive and Committee members to ensure the efficient operation of the Canteen.

Responsibilities

- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible
- Establish a menu of goods for sale, that provides variety in order to encourage members and visitors to purchase goods from the Canteen
- Ensure that the canteen is open for business from the commencement of the first game at home games
- Account for all purchases and receipts
- Maintain a cash float which is to be balanced after each home game
- Deposit any profits from Canteen operations into the appropriate Bank Account as necessary, and notify the Treasurer
- Ensure Canteen and BBQ is kept clean and tidy in accordance with an adequate food safety plan for all Canteen and BBQ operations
- Ensure that adequate equipment is available to provide Canteen services
- Assist other Committee members in their duties as required
- Refer to Member Protection Policy for other responsibilities as required
- Undertake tasks at the request of the President, Executive or Club Committee

Relationships

- Reports to the Club Committee
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders
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Accountability

- Accountable to the Executive and Club Committee
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Port Saints Football Club

Committee Position Descriptions

Canteen Assistant

Objectives

- To assist in the provision of an appropriate Canteen service at all home games and at other times as agreed,
- To provide support to the Canteen Coordinator to ensure the efficient operation of the Canteen.

Responsibilities

- Provide assistance in the preparation and sale of consumable goods in the Club Canteen and BBQ
- Ensure Canteen and BBQ is kept clean and tidy in accordance with an adequate food safety plan
- Ensure that Canteen equipment is clean and left in good working order
- Encourage members and visitors to purchase goods from the Canteen
- Provide any assistance as required in the Club Canteen

Relationships

- Reports to the Canteen Operations Coordinator
- Liaises with the Club Executive

Accountability

- Accountable to the Canteen Coordinator and Club Committee



Port Saints Football Club

Committee Position Descriptions

Gear Steward

Objective

- To provide support to the Executive and Committee members to ensure the efficient management of Club training and game equipment
- Ensuring the Club achieves value for money with contracts for equipment

Responsibilities

- Preparing an audit report to the Committee to allow for adequate stock to be available prior to season start
- Organising the necessary equipment for training and games and providing to each coach prior to season start
- Arranging for suitable suppliers to provide quotations (including period contracts) for equipment for approval by the committee

Relationships

- Reports to the President and Secretary
- Liaises with Executive and Club Committee
- Liaises with Coaching Coordinator and Club Coaches
- Liaises with suppliers

Accountability

- Accountable to the President and the Club Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Port Saints Football Club

Committee Position Descriptions

Merchandise Coordinator

Objective

- To provide support to the Executive and Committee members to ensure the efficient management of Club clothing and merchandise sales
- To provide a range of reasonably priced clothing and merchandise that will provide members and supporters with suitable attire to reflect professionally on the Club.

Responsibilities

- Prepare a report proposing a suitable range of PSFC clothing for sale for consideration by the Committee at the commencement of the season
- Arrange the wide promotion of clothing items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all clothing lines
- Arrange the display of clothing lines at Registration Days prior to the commencement of each season, and at gala and match days throughout the season
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain strong relationships with approved suppliers of clothing lines

Relationships

- Reports to the President and Secretary
- Liaises with Executive and Club Committee
- Liaises with Gear Steward and Sponsorship Coordinator
- Liaises with suppliers

Accountability

- Merchandise Coordinator is accountable to the President and the Club Committee
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



Port Saints Football Club

Committee Position Descriptions

Registrar - Junior Non-Competitive

Objective

- To ensure all junior non-competitive players are registered or transferred in accordance with League rules and regulations.

Responsibilities

- Register all new players within the League guidelines
- To follow up with teams and ensure players are registered and able to play.
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate.

Relationships

- Liaises with the Secretary and Treasurer
- Liaises with all Club members

Accountability

- Reports to President and Club Committee.



Port Saints Football Club

Committee Position Descriptions

Registrar - Junior Competitive

Objective

- To ensure all junior competitive players are registered or transferred in accordance with League rules and regulations.

Responsibilities

- Register all new players within the League guidelines
- To follow up with teams and ensure players are registered and able to play.
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate.

Relationships

- Liaises with the Secretary and Treasurer
- Liaises with all Club members

Accountability

- Reports to President and Club Committee.



Port Saints Football Club

Committee Position Descriptions

Registrar - Senior

Objective

- To ensure all senior players are registered or transferred in accordance with League rules and regulations.

Responsibilities

- Register all new players within the League guidelines
- To follow up with teams and ensure players are registered and able to play.
- Follow up with Treasurer on outstanding fees
- Pass onto club Secretary all player contact details to ensure club database is always accurate.

Relationships

- Liaises with the Secretary and Treasurer
- Liaises with all Club members

Accountability

- Reports to President and Club Committee.



Port Saints Football Club

Committee Position Descriptions

Sponsorship Coordinator

Objective

- To maximise the number of sponsors supporting the Club and to maximise revenue from the sponsorship base.
- To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long term basis.
- To research, prepare and submit Grant applications to Government & non-Government organisations as required
- To submit Grant funds information & updates to the Club Executive as necessary
- To provide support to the Executive and Committee members to ensure the efficient management of Club sponsorship activities.

Responsibilities

- Develop a proposal, for ratification by the Club Committee, for sponsorship packages to be offered by the Club to attract as broad a sponsorship as possible.
- Co-ordinate all sponsorship for all areas of the club.
- Seek out, and recommend to the Club Committee suitable Grant opportunities
- Prepare and submit Grant applications as approved by the Club Committee
- Ensure all existing sponsors are contacted three months prior to the season commencement
- Seek out new sponsors to supplement existing sponsors.
- Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season.
- Ensure all sponsorship agreements are honoured.
- Maintain strong relationships with all Club sponsors.
- Coordinate sponsorship funded or contractually required events (such as end of season presentation evenings etc)

Relationships

- Reports to the President and Secretary.
- Liaises with Executive and Club Committee.
- Liaises with Sponsors.
- Liaises with grant fund providers
- Supports Sponsorship coordinators and any person responsible for providing services associated with sponsorships.

Accountability

- Accountable to the President and the Club Committee.
- Provide a report on portfolio operations to the monthly Committee meeting as required.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.
- The Sponsorship Coordinator shall seek ratification from the Executive Committee of sponsorship packages offered by the Club and shall thereafter have the authority to act within the limits of the packages without reference to the Club Committee.



Port Saints Football Club

Committee Position Descriptions

Web Master

Objective

- To relay appropriate information regarding Club business to Members and the public in a timely, appropriate manner using a variety of communication mediums including the Club Website, SMS, Email, and Social Media.

Responsibilities

Responsible for Club Website management:

- Current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- Ensure that no offensive content or photos are published.
- Ensure Members are fully aware of the Communications Policy, including consequences of non-compliance
- Ensure that electronic communication used by members is restricted to Club matters; does not offend, intimidate, humiliate or bully another person; does not mislead, is false or injures the reputation of another person; respects and maintains the privacy of members; and does not bring the Club into disrepute.
- Ensure that Coaches and volunteers direct electronic communication to players through the child's parents.
- Seek feedback from members to improve the information available on the site.
- Refer to Member Protection Policy and Coaches Code of Conduct for other responsibilities as required.

Relationships

- Liaises with the Executive and Club Committee
- Liaises with all Club members

Accountability

- Reports to the Executive Committee.