

CLUB STRUCTURE & ROLE DESCRIPTION



IMPORTANT ROLES WITHIN A CLUB

President

Vice President

Treasurer

Secretary





PRESIDENT

An effective president needs to be :

1. Well informed on all club activities: for example, know about the club's current financial position, each of the programs run by the club, who is in charge of them and the number of teams within the club.
2. Aware of the future directions and plans of the club: for example, to build new amenities.
3. Have a good working knowledge: familiarity with the constitution, club rules and duties of office bearers and committees.
4. Manage committees and/or executive meetings: ensure that all matters are discussed and the best decisions made, without lengthy meetings. See more about Meetings.
5. Chair the club's annual general meeting: see that the agenda is followed, all business is completed, awards or presentations made and speakers welcomed.
6. Represent the club at local and regional levels: for example, a meeting called by your league or council.
7. A supportive leader for all club members: listen to other people's suggestions (not just the committee members) and act on them.
8. A facilitator for club activities: encourages and motivate members to ensure that planned activities go ahead.
9. Prepared to ensure planning and budgeting occurs: planning and budgeting for the future should be carried out in accordance with the wishes of the club members. See Club Planning and Finance.

A good president should be able to:

- Lead without controlling
- Involve club members in decisions that affect them
- Stimulate balanced discussion
- Time meetings to finish on time
- Encourage focused discussion and keep meetings on track
- Negotiate successfully between members and LISTEN



VICE PRESIDENT

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 club president

To provide support to the executive and committee members to ensure the club's efficient operation

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

undertake tasks at the request of the president, executive or general committee

Relationships

Reports to the club president and general committee.

Supports all coaches, players, support staff and volunteers

Liaises with the executive

Liaises with official club suppliers & other key stakeholders

Accountability

The vice president is accountable to the president and general 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

TREASURER

The treasurer is responsible for the financial management of the club including reporting on what has happened to the club’s funds and devising the most effective methods of using all available funds.

Treasurer's duties

Typically, duties for the treasurer may involve:

Issuing receipts and promptly depositing all monies received

Making all payments and keeping accurate, up to date records of income and expenditure

Ensuring that adequate accounts and records exist regarding the club's financial transactions

Being the signatory on club cheques, with at least one other

Preparing regular bank account reconciliations

Being responsible for the club's petty cash

Invoicing members for items/services provided, e.g. equipment, uniforms

Being fully informed about the financial position of the club at all times

Preparing budgets for the forthcoming year describing potential sources of income and expenditure

Presenting regular breakdowns of income and expenditure to the management committee

Preparing and presenting financial statements to committee meetings and for the annual report

Investing surplus funds

Managing club investment programs

Negotiating with banks for loans, overdraft facilities and mortgages

Handling tax returns if applicable

Preparing annual financial accounts for auditing, and providing the auditor with information as required

Ensuring annual returns and statement of accounts are filed with the Commission for Corporate Affairs

Ensuring GST compliance

Ensuring invoices are valid tax invoices and that suppliers issue valid invoices

You’ve been elected treasurer - now what?

Use this checklist of all the things you need to do as soon as you get the job:

Check details of all bank accounts and all signatories

Swap signatories straight away. Get the forms from the bank and take them to the annual meeting

Check details of credit card or spending authorisations and organise for the return of outstanding chequebooks or cards

Check who has the financial files and get all documents and budget information, including special events budgets and details of purchases

Make sure you have a master copy of your financial procedure’s manual

Organise for a detailed briefing from the outgoing treasurer detailing any spending commitments or incomings not included in budget papers

Prepare a timeline of upcoming payments and dates when bills (insurance/rent) are due

Once you have completed your first budget statement, see if you can check with the outgoing treasurer that nothing is missing





SECRETARY

The secretary is often the first person an outsider contacts, therefore the position of secretary is critical to the successful management of any club. The secretary is the club's chief administration officer and provides the link between members, the club executive committee and outside agencies such as another local club.

People interested in the club will generally contact the secretary when seeking information or details about activities.

The position of the secretary comprises a wide range of tasks. If these tasks were not undertaken many clubs would cease to operate efficiently and effectively.

Where to find a secretary?

A good secretary is often found from within the club. Good communication and a clear description of the tasks involved will help when recruiting a secretary.

The secretary is often someone who has a keen interest in the club and wants to see it progress. They may or may not be actively involved in the club's activities and may be from a member's family, a former participant or a keen spectator of club events.

With good support, previously well-maintained records and clear instructions on what has to be done, many enthusiastic volunteers have become valuable assets as club secretaries.

When recruiting a secretary, a club needs someone who can:

Communicate

Think clearly

Maintain confidentiality on relevant matters

Manage and supervise others (in relation to secretarial duties)

Organise and delegate tasks

Have attention to detail

Appreciate a sense of urgency

If there is a member of the club with enthusiasm for the position and some of the necessary skills, with plenty of encouragement and committed support, they can become a valuable asset to the club. They should be provided with opportunities to develop their skills through courses made available through their state body (contact your State Body for details).

Secretarial duties

Secretarial duties can include a variety of tasks according to the skills of the person in the role:

Inward and outward correspondence (including registrations and clearances)

Preparing for meetings

Maintaining club records through Footyweb

Maintaining membership records through Footyweb