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NEW PRESIDENTS

AGENDA

1. Resources
2. Compliance
3. Presidential Duties
4. Committees
5. Stakeholders

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RESOURCES

Australian Sports Commission

www.ausport.gov.au – excellent for governance

AFL / AFL Victoria

play.afl

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RESOURCES

Outer East Football & Netball

- Website – www.outereastfn.com.au
- Website - Resource Section
 - Constitution, Bylaws & schedules
 - Policies – extreme weather, concussion etc
 - Laws of the Game (AFL) & Netball Rules (INF)
 - Insurance Forms

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COMPLIANCE

Club Constitution

- How a club should function
- Membership status / qualification / rights
- How the committee is appointed
- How often it should meet
- Who is eligible to serve

Requirements after incorporation

- Lodgment of annual return and statement of accounts
- Changes of public officer (Secretary) or committee members must be reported in annual report
- Secretary is responsible for ensuring the club complies with the act
- Incorporation numbers (ABN) must appear on club documentation

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COMPLIANCE

GST

Obtain ABN

Register for GST – Turnover >\$150K

BAS Return

Incorporation Act Requirements www.consumer.vic.gov.au

Constitution of Club – any updates at your AGM

Annual Reports

Alcohol Management

Liquor Licensing / Responsible Service Alcohol

Good Sports Program www.adf.org.au

Food Safety/Handling Permit –

Local Council Specific

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PRESIDENTIAL DUTIES

1. Find the next President

2. Manage committee meetings

- establish a strong committee with clear accountability
- ensure planning (both operational and strategic) & budgeting
- manage your Annual General Meeting

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PRESIDENTIAL DUTIES

3. Lead and facilitate

- club activities
- club members

4. Represent the club

- at local and regional
- key OEFN functions

5. Well informed of all club activities / good working knowledge

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COMMITTEES

Meetings

- Chairing meetings
- Meeting procedures
- Clear agenda
- Understanding motions
- Formal meetings / informal meetings
- The secretary in meetings
- Recording the minutes of the meeting
- Action Items

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STAKEHOLDERS

Outer East Football & Netball – what we look for:

Respect for our rules and policies (outereastfn.com.au)

Crowd & Spectator behaviour

Consumption of alcohol

Behaviour of players/coaches/officials/supporters

Relationships general

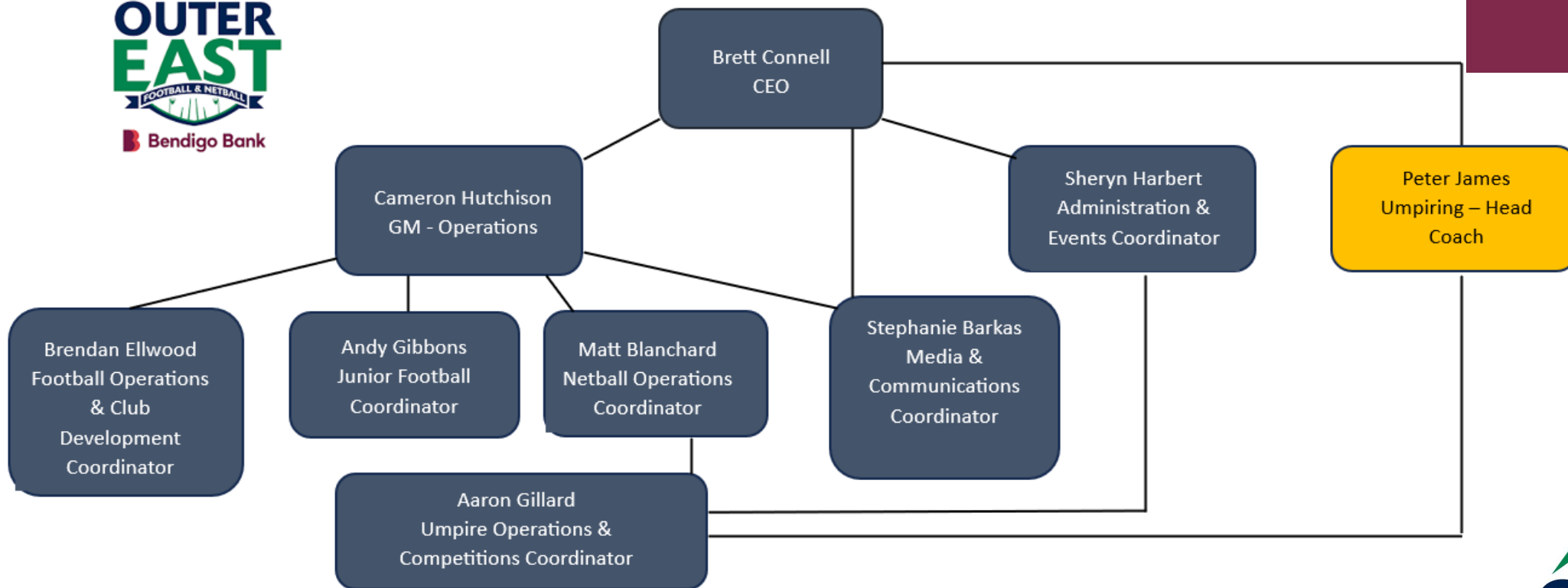
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OUTER EAST FOOTBALL NETBALL - MANAGEMENT



Umpiring Head Coach – Not a Member of Admin Team

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OUTER EAST FOOTBALL & NETBALL BOARD OF DIRECTORS

Tony Mitchell
Chair

Mark Sargent
Vice Chair

Lauren Bourke
Director

Ryan Ford
Director

Josette O'Donnell
Director

Holly Simmons
Director

Vacant
Director

Vacant
Director

Vacant
Director

Current Board of Directors

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Questions

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Zach Coleman

Healesville JFC - President

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Questions

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Treasurer Presentation to OEFN

Rod McKail – Warburton-Millgrove

- My experience over the years
 - Not an accountant
 - Very limited changeover
 - Own it
 - Greater accountability, particularly since salary cap

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- Good Governance
 - Use technology, quickbooks or Xero (or equivalent)
 - 2 to sign (challenge with debit/credit card)
 - Do a budget
 - Regularly report, not just bank balance, P & L noting variations
 - Cyber crime is a real issue
 - Square or eftpos
 - No cash payments
 - Annual report

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- Other observations
 - Senior Clubs, salary cap
 - GST
 - We are volunteers
 - Registration officer, sponsorship committee
 - Bank with Bendigo, unashamed plug

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Questions

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