Committee Job Descriptions

![70635_1_M[1]]()

Fortitude Valley Junior Rugby League Club

# Contents

[Contents 2](#_Toc528005797)

[President – Executive Committee 3](#_Toc528005798)

[Vice President – Executive Committee 4](#_Toc528005799)

[Secretary – Executive Committee 5](#_Toc528005800)

[Treasurer – Executive Committee 6](#_Toc528005801)

[General Committee 7](#_Toc528005802)

[Junior Registrar (non committee position) 8](#_Toc528005803)

[Senior Coordinator (non committee position) 10](#_Toc528005804)

[Marketing & Sponsorship Coordinator (non committee position) 11](#_Toc528005805)

[Club Event Coordinator (non committee position) 12](#_Toc528005806)

[Canteen Convener (non committee position) 13](#_Toc528005807)

[Merchandise Coordinator (non committee position) 14](#_Toc528005808)

# President – Executive Committee

The President is the principal leader of the club and has overall responsibility for the club’s administration. The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

### Responsible To

The President is elected by the club’s members and responsible for representing the views of the members.

### Responsibilities and Duties

The President should:

* Chair committee and/or executive meetings
* Oversee the running of the annual general meeting
* Represent the club at local, regional, state and national levels
* Attend Rugby League Brisbane and Northern Broncos development meetings when required
* Act as the liaison with Northern Suburbs RLFC as it relates to the BRL A Grade affiliation including player eligibility
* Act as a facilitator for club activities
* Keep up to date with Government Grants
* Ensure the strategic planning and budgeting for the future is carried out in accordance with the wishes of the members.

### Knowledge and Skills Required

Ideally the President is someone who:

* Can communicate effectively
* Is well informed of all organisation activities
* Is aware of the future directions and plans of members
* Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
* Has an understanding of RLB operations
* Has well developed decision making skills
* Is a supportive leader for all club members.

The President is appointed for a 1 year term.

# Vice President – Executive Committee

The Vice President is the assisting leader of the club and the primary responsibility of the Vice President is to be prepared to assume the powers and duties of the President in his absence.

### Responsible To

### The Vice President is directly responsible to the President and the club members.

### Responsibilities and Duties

In President’s absence the Vice President assumes the responsibilities of the President:

* Manage committee and/or executive meetings
* Oversee the annual general meeting
* Represent the club at local, regional, state and national levels
* Attend Rugby League Brisbane, Norths affiliation and Northern Broncos development meetings when required
* Act as a facilitator for club activities
* Keep up to date with Government Grants
* Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

### Knowledge and Skills Required

Ideally the Vice President is someone who:

* Can communicate effectively
* Is well informed of all organisation activities
* Is aware of the future directions and plans of members
* Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
* Has an understanding of RLB operations
* Has well developed decision making skills
* Is a supportive leader for all club members

The Vice President is appointed for a 1 year term.

# Secretary – Executive Committee

The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and other stakeholders.

### Responsible To

The secretary is directly responsible to the President and the club members.

### Responsibilities and Duties

The Secretary should:

* Prepare the agenda for club meetings in consultation with the executive committee
* Make arrangements including venue, date, times and hospitality for club meetings
* Send adequate notice of club meetings
* Collect and collate reports from executive committee
* Call for and receive nominations for committees and other positions for the club
* Take the minutes of meetings and distribute as soon as possible after the meeting
* Respond to all emails and queries within 24 hours
* Ensure all email groups are always up to date
* Read, reply and file all incoming correspondence promptly
* Collate and arrange for the printing of the annual report
* Maintain registers of members’ names and addresses, life members and sponsors
* Maintain files of legal documents such as constitutions, leases and titles
* Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.
* Liaise with Rugby League Brisbane regarding all committee, coaches (accreditation), officials, players, transfers and complete all required League paperwork
* Keep up to date with Insurance Policy
* Provide weekly update to all club members via email
* Maintain club facebook accounts

### Knowledge and Skills Required

Ideally the Secretary is someone who:

* Can communicate effectively
* Is well organised and can delegate tasks
* Can maintain confidentiality on relevant matters
* Has a good working knowledge of the constitution
* Has the ability to liaise with GBJRL and other stakeholders

The Secretary is appointed for a 1 year term.

# Treasurer – Executive Committee

The Treasurer is the chief financial management officer for the club.

### Responsible To

The Treasurer is directly responsible to the President and the club members.

### Responsibilities and Duties

The Treasurer should:

* Manage and keep a proper record of all accounts payable and receivable
* Give Treasurer’s report and make sure financial reports are available and understood at all committee meetings
* Ensure that information for an audit is prepared each year and coordinate the audit
* Produce an annual financial report
* Prepare and distribute invoices/accounts for services rendered
* Follow up outstanding player fees for all registered club players
* Keep up to date with Insurance Policy and make sure it current.
* Coordinate with President and Secretary regarding government and non-government grants.
* Manage and maintain a register of all club sponsors and make sure all sponsorship monies are received.

### Knowledge and Skills Required

Ideally the Treasurer is someone who is:

* Well organised
* Able to allocate regular time periods to maintain the books
* Able to keep good records
* Able to work in a logical manner
* Financial background of accounting procedures

### The Treasurer is appointed for a 1 year term.

# General Committee

The committee is responsible for the effective running of the football club including all areas of Administration, Financial Management, Risk Management and Leadership.

***Duties include but are not limited to:***

Training night responsibilities.

As a minimum requirement:

* 1 registrar who will look after new player and volunteer registrations/clearances, obtaining player and volunteer photos and identification, updating and maintaining spreadsheets etc
* 1 committee person to assist with general queries and duties
* 1 person or committee person to look after Bar & Merchandise

The committee on training nights are responsible for:

* Turning on/off field lights
* Welcoming new members and directing to correct teams/training locations
* Assist registrar with player and volunteer registrations where required
* Assist with general parent/player queries
* Assist bar with payments and merchandise where needed
* Lock up clubhouse

Game Day responsibilities

As a minimum there should be 2 committee people available on both senior and junior game days, however the following roles also need to be covered (multiple roles may be covered by one person where feasible):

* Tower person
* Ground coordinator: a committee person plays the role of head duty official, coordinates set up and pack down of fields and re-configures between games teams, coordinates home and visiting teams including dressing shed allocations, game sheets, ball boys and referees
* Minimum of three duty officials per game to be present (includes team D/O and committee persons)
* First aid officer (when team does not have one)
* A person or committee person assists in bar
* Toilet checks – inspect throughout day to ensure they are clean and toilet paper is replenished

Other committee duties

* Coordinate general maintenance and repairs including monthly facility audit
* Coordinate Gardening – weeding, watering, general tidy of grounds
* Functions – all aspects of venue hire from bookings, payments and staffing of functions
* Manage field/facility hire agreements for external groups
* Recruiting volunteers for events/big days
* Purchasing of stock and merchandise

# Junior Registrar (non committee position)

The role of the Junior Registrar is to supervise and be responsible for the proper registration of all players and volunteers within the club. This involves all elements of the registration process, including the conduct of sign-on days, monitoring online registrations and clearances, and the proper record keeping of individual details and files.

### Responsible To

The Registrar is directly responsible to the President and the club members.

### Responsibilities and Duties

The Registrar should:

* Ensure all players, volunteers and club officials are properly registered into the database
* Plan sign-on days at commencement of season
* responsible for entering of game results into database and emailing completed game sheets to league
* Respond to and action all registration queries and requests within 24 hours
* Communicate online registration process to existing and new members
* Advise Secretary of all email changes to ensure email groups are always up to date
* Obtain photographs and Birth certificates/passports for all new and existing players/volunteers and upload to database
* Ensure that copies of birth certificates and other proof of age documents are filed appropriately for each player/volunteer
* Submit and monitor online clearances for players transferring in, ensuring the transfer register is completed
* Respond to online clearances for players transferring out, as advised by Secretary/President
* Work with Secretary to ensure blue card requirements are met for all volunteers
* Provide Treasurer with regularly updated unpaid fees report for all club players
* Email regular updated team sheets to managers and secretary (include NRL number and contact details but no residential addresses)
* Action any requests from the Rugby League Brisbane office relating to registrations
* Provide ad-hoc reports to Secretary/President as requested
* Run periodic ‘games played’ reports for age groups with more than one international team
* Keep your Club committee informed of the status of registrations at all times
* Be aware of legal privacy regulations and ensure the requirements are implemented
* Manage ID checks for all chairmans trophy and junior finals
* Coordinate volunteer roster for junior game days and finals

### Knowledge and Skills Required

Ideally the Registrar is someone who is:

* Can communicate effectively
* Is well organised and can delegate tasks
* Has experience with various Microsoft applications
* Has the ability to liaise with GBJRL and other stakeholders

The Registrar is appointed for a 1 year term.

# Senior Coordinator (non committee position)

The role of the Senior Coordinator/Registrar is to supervise and be responsible for the proper registration of all players and volunteers within the club. This involves all elements of the registration process, monitoring online registrations and clearances, and the proper record keeping of individual details and files.

### Responsible To

The Senior Coordinator is directly responsible to the President and the club members.

### Responsibilities and Duties

The Senior Coordinator should:

* Ensure all players, volunteers and club officials for senior teams are properly registered into the database
* Respond to and action all senior registration queries and requests within 24 hours
* Advise Secretary of all email changes to ensure email groups are always up to date
* Obtain photographs for all new and existing players/volunteers and upload to database
* Submit and monitor online clearances for players transferring in
* Respond to online clearances for players transferring out, as advised by Secretary/President
* Work with Secretary to ensure blue card requirements are met for all volunteers
* Provide Treasurer with regularly updated unpaid fees report for all club players
* Email regular updated team sheets to managers and secretary (include NRL number and contact details but no residential addresses)
* Action any requests from the Rugby League Brisbane office relating to registrations
* Provide ad-hoc reports to Secretary/President as requested
* Run periodic ‘games played’ reports to ensure player eligibility across teams
* Keep your Club committee informed of the status of registrations at all times
* Be aware of legal privacy regulations and ensure the requirements are implemented
* Coordinate volunteer roster for senior game days
* Ensure all moneys raised by teams is banked into team account within 24 hours of receipt

### Knowledge and Skills Required

Ideally the Senior Coordinator is someone who is:

* Can communicate effectively
* Is well organised and can delegate tasks
* Has experience with various Microsoft applications
* Has the ability to liaise with GBJRL and other stakeholders

The Senior Coordinator/Registrar is appointed for a 1 year term.

# Marketing & Sponsorship Coordinator (non committee position)

The Marketing & Sponsorship coordinator is responsible for overseeing the implementation of the marketing plan as well as the chief organiser of fundraising and sponsorship arrangements.

### Responsible To

The Marketing & Sponsorship Coordinator is directly responsible to the President and the members

of the club. The Marketing & Sponsorship Coordinator may chair the Marketing and Sponsorship

Committee.

### Responsibilities and Duties

The Marketing & Sponsorship Coordinator should:

* Develop (as part of the club plan) in conjunction with the Marketing & Sponsorship Committee the club marketing plan and sponsorship packages
* Work with the Treasurer to develop a budget for the marketing plan
* Oversee the implementation of the strategies in the marketing plan
* Submit regular reports to the club committee
* Co-ordinate all sponsorship for all areas of the club
* Meet the sponsorship budget target set as part of the annual financial planning process
* 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
* Arrange a sponsors functions
* Ensure all sponsorship agreements are honoured
* Maintain contact with all corporate sponsors throughout the season
* Maintain strong relationships with all Club sponsors.

### Knowledge and Skills Required

Ideally the Marketing & Sponsorship Coordinator is someone who:

* Can communicate effectively and has good interpersonal skills
* Is positive and enthusiastic
* Is well organised
* Is innovative and dynamic

The Marketing & Sponsorship Coordinator is appointed for a one year period.

# Club Event Coordinator (non committee position)

The Club Event Coordinator is responsible for organising all the social events for the year/season such as trivia nights, finals, raffles, family days, BBQ’s etc.

### Responsible To

The Event Coordinator is directly responsible to the President and the members of the club.

### Responsibilities and Duties

The Club Event Coordinator should:

* Create and manage an event subcommittee
* Plan and coordinate a calendar of social events for the season
* Liaise with the Marketing & Sponsorship Coordinator regarding promotion of events
* Work with the Treasurer to develop a budget for the different events

### Knowledge and Skills Required

Ideally the Event Coordinator is someone who:

* Can communicate effectively and has good interpersonal skills
* Is positive and enthusiastic
* Is well organised and can delegate tasks
* Has the ability to motivate others

The Event Coordinator is appointed for a one year period. 

# Canteen Convener (non committee position)

The Canteen Convener is responsible for the proper management of the club’s canteen on match

days and at other events and functions nominated by the Committee.

### Responsible to:

The Canteen convener is responsible to the Treasurer of the Club.

### Responsibilities and Duties

The Canteen Coordinator should:

* Review and price all stock items to be sold in conjunction with the club treasurer
* Co-ordinate with suppliers for arrangement of pick up/delivery of all canteen items
* Ensure the canteen is regularly re-stocked throughout the season
* Supervise and train canteen staff as required and assist during busy periods
* Recruit and manage roster all for games held at Club (Junior and Senior), including finals.
* Ensure that the correct food handling and hygiene practices are observed to prevent food spoilage and contamination
* Ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices
* Obtain, and account, for any floats that are required from the club treasurer
* Monitor sales to ensure the canteen is not overstocked on certain items
* Be responsible for counting and recording the daily takings with one other person
* Maintain appropriate records as required by the club president/treasurer
* Ensure a pleasant working environment for the volunteers
* Be responsible for security in the canteen such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.

### Knowledge and Skills Required

Ideally the Canteen Coordinator is someone who:

* Can communicate effectively and has good interpersonal skills
* Is well organised and can delegate tasks
* Has knowledge of Health and Safety procedures
* Has knowledge of pricing and ordering food

# Merchandise Coordinator (non committee position)

The Merchandise coordinator is responsible for overseeing the purchasing, marketing and stocktake of all Valleys merchandise

### Responsible To

The Merchandise Coordinator is directly responsible to the Executive Committee.

### Responsibilities and Duties

The Merchandise Coordinator should:

* Order stock at set par levels with approval from executive committee in time for sign on day
* Subsequent orders to be placed as needed with approval from executive committee
* Work with the Treasurer to develop and maintain efficient record keeping documents including merchandise supplier register, profit and loss statements, purchase order templates, stocktake register, price lists
* Work with committee and social media manager to oversee the marketing and promotion of new and current stock
* Work with committee to develop and maintain online purchasing system
* Manage online orders including postage
* Conduct monthly stocktakes and submit to secretary for committee meetings
* Maintain good relationships with new and existing suppliers
* Review of current stock and sales at the end of each season to determine what stock should continue for following season
* Discuss any potential new merchandise ideas/options with executive committee

### Knowledge and Skills Required

Ideally the Merchandise Coordinator is someone who:

* Can communicate effectively and has good interpersonal skills
* Is positive and enthusiastic
* Is innovative and dynamic
* Ability to maintain positive working relationships

