

# POSITIONS FOR SEASON 2010

We are looking for help in the following positions next year. The roles have been broken down so they are not so big and time consuming. Only some of the roles will require you to attend committee meetings.

If you are interested in any of these roles or have any ideas please talk to us or email us and we can let you know what is involved.

## Committee Members to be elected at AGM

### 1. Positions to be nominated and elected on AGM night. These (7) roles require regular attendance at committee meetings:

Role	Main Tasks
<b>President</b>	<ul style="list-style-type: none"><li>• Overall running of the Club</li><li>• Chair all meetings of the Executive Committee</li><li>• Be club delegate to DDJFL, attend DDJFL meetings and report back to club, and ensure good relations with the DDJFL and other Clubs within the League</li><li>• Work with the Senior Football Club to develop involvement in football for children of the area</li><li>• Oversee website &amp; Berwick Barracker</li><li>• Work with fundraising/social manager to arrange sponsorship</li></ul>
<b>Secretary</b> <b>(assisted by Head Team Manager)</b>	<ul style="list-style-type: none"><li>• Recording of minutes of meetings</li><li>• Issue notices to members of the Club</li><li>• Receive and issue correspondence to and from the Club</li><li>• Maintaining Club records (Members, Games played etc)</li><li>• Contact point for the DDJFL communication</li><li>• Liaison with Head Team Manager re team manager administrative responsibilities</li></ul>
<b>Treasurer</b>	<ul style="list-style-type: none"><li>• Prepare and report on budget</li><li>• Receive all monies and pay all accounts</li><li>• Issue official receipts</li><li>• Keep a full and correct account of the</li></ul>

	<p>income and expenditure</p> <ul style="list-style-type: none"> <li>• Keep all recorded financial documents, accounts and securities pertaining to the Club</li> </ul>
<p><b>Vice President (Football)</b></p> <p><b>(assisted by Property Steward, Head Team Manager and Coaching Panel or Level Co-ordinators - to be decided)</b></p>	<ul style="list-style-type: none"> <li>• Substitute for the President when necessary</li> <li>• Assist in the general running of the Club</li> <li>• Responsible for all matters relating to the playing sides of the Club</li> <li>• Promotion and development of Australian Rules Football within the Club and its community</li> <li>• Liaison between the local Auskick clinics, schools and the Club</li> <li>• Ensure a high level of communication / liaison between the various coaches, parents and players of the Club</li> <li>• Work with nominated coaching panel or level co-ordinators to appoint and manage coaches</li> <li>• Ensure coach's code of conduct is adhered to and work with coaching panel and other members of committee to resolve disputes</li> <li>• Organise trophies and certificates, and ensure banner making materials are available</li> </ul>
<p><b>Vice President (Operations, Grounds &amp; Facilities)</b></p> <p><b>(assisted by Merchandising Manager &amp; Head Trainer)</b></p>	<ul style="list-style-type: none"> <li>• Ensure playing areas are marked out for all home games</li> <li>• Responsible for the set-up / pack up of the change rooms, scoreboard and umpires' rooms for all home games</li> <li>• Liaise with staff at Local Council for the upkeep / improvement of the ground</li> <li>• Responsible for upkeep of rooms, including rostering teams for cleaning duty</li> <li>• Maintain key register and implement roster to open rooms</li> </ul>
<p><b>Bar/Canteen Manager</b></p> <p><b>(assisted by volunteers for family nights &amp; social functions)</b></p>	<ul style="list-style-type: none"> <li>• Ordering and organising the running of the bar and canteen</li> </ul>
<p><b>Fundraising/Social Manager</b></p> <p><b>(assisted by volunteers (5) for social events)</b></p>	<ul style="list-style-type: none"> <li>• Arrange sponsorship and donations for the Club</li> <li>• Co-ordinate fund raising and social activities with a small group of volunteers</li> </ul>

**2. “General Committee” positions to be nominated and elected on AGM night. These (6) roles do not require regular attendance at committee meetings, but members are welcome to attend at any time and encouraged to come along to relevant meetings. The specific positions can be allocated after AGM night.**

<p><b>Head Team Manager</b>  (Reports to Secretary/VP Football)</p>	<ul style="list-style-type: none"> <li>• Liaise with team managers and ensure they are aware of their responsibilities; provide information and training as required</li> <li>• Allocate game day paperwork to team managers</li> <li>• Ensure team managers have correct details of game locations and times</li> <li>• Roster teams for general club assistance (e.g. fundraising, cleaning, maintenance)</li> <li>• Set up system for match reports</li> <li>• Ensure “working with children” checks are done</li> </ul>
<p><b>Head Trainer</b>  (Reports to VP, Ops)</p>	<ul style="list-style-type: none"> <li>• Ensure all team trainers have appropriate qualifications and organise training</li> <li>• Prepare, distribute and maintain team first aid kits</li> <li>• Process insurance claims</li> <li>• Ensure team trainers are aware of their responsibilities</li> </ul>
<p><b>Registrar</b>  (Reports to President)</p>	<ul style="list-style-type: none"> <li>• Compile and distribute registration packs</li> <li>• Register players with DDJFL and arrange clearances to and from other clubs</li> <li>• Compile and maintain records of all registered players</li> </ul>
<p><b>Merchandising Manager</b>  (Reports to VP, Ops)</p>	<ul style="list-style-type: none"> <li>• Manage the purchase and sale of Club merchandise</li> </ul>
<p><b>Property steward</b>  (Reports to VP, Football)</p>	<ul style="list-style-type: none"> <li>• Responsible for the allocation, purchase, upkeep and safe keeping of all the Club’s playing gear (eg footballs, jumpers, training equipment)</li> <li>• Keep records of which Playing Members or any Club Members, have jumpers or any such gear that is the property of the Club</li> <li>• Keep an updated inventory of the Club’s assets</li> <li>• Collect all Club property from teams and individuals at end of season</li> </ul>
<p><b>Coaching panel (or Level co-ordinators)</b>  (Reports to VP, Football)</p>	<ul style="list-style-type: none"> <li>• To be decided</li> <li>• May have other committee role</li> </ul>

