

JOB DESCRIPTION

Last Updated: 7th November 2009

Position:	EVENTS MANAGER
Number of Positions:	1
Reports To:	Vice President Operations
Staff:	16 Team Committee Reps

Prime objective of position:

To provide the members of BJFC with entertainment and events throughout the year including profitable fundraising campaigns

Key Tasks:

- Develop and chair a sub-committee comprising 16 Team Committee Reps
- Develop and present a fundraising itinerary for the entire season to the committee prior to season commencement.
- Organise and oversee all functions that are held in the clubs name including insurance cover requirements at these events.
- Ensure social functions are co-ordinated to be profitable.
- It is a requirement to have minutes of all fundraising meetings taken and presented to committee for perusal/action.
- Perform such other duties as may be required by the committee, the president or circumstances.
- Be an active member of the committee contributing to the resolutions and proceedings of meetings.
- Receiving and reconciling funds process TBA

JOB DESCRIPTION

Last Updated: 7th November 2009

Positions: **TEAM COMMITTEE REP**

Number of positions: 16 (one for each team)

Reports to: Vice President Operations

Prime objective of position:

To manage the welfare of each team as representative of the Committee

Key Tasks:

- Committee representative - Be present at each home and away game as the team's Committee representative to manage and escalate any issues to the Committee as required
- Event committee representative - for the team, with responsibility to manage the involvement of the team at social and fundraising events
- Ground Manager support – assist Ground Manager Arch Brown/Berwick Fields when team is first or last game at home. This involves access to grounds, assistance with ground markings (before first game) and confirming state of playing surfaces

Effort required

- 2 hours each game day including match time
- Occasional assistance to the Events Committee (only as required), and particularly when events/fund raising activities occur
- Occasional assistance to the Grounds Management sub-committee – only as required

JOB DESCRIPTION

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Position: **GROUND MANAGER – ARCH BROWN**
GROUND MANAGER – BERWICK FIELDS

Number of positions: 2

Reports to: Vice President - Operations

Prime objectives of position:

- To ensure the smooth functionality of Arch Brown and Berwick Fields.
- This role is a key Committee position responsible for ensuring the safe and clean operation of our two home grounds during match day

Key Tasks:

- Establish a sub-committee. Obtain members, parents and volunteers throughout the club, or have people from every team so that teams can be rostered on each week.
- On game days, ensure all goal post padding is erected.
- All grounds to be marked prior to first game of the day.
- Ensure all sponsorship signage is erected prior to first game.
- Behind goals and coaches boxes are roped off according to DDJFL requirements.
- All bins are to be placed around grounds.
- Change rooms are to be opened and clear and swept out if required.
- Scoreboards to be erected and ready for use.
- Time keepers' equipment to be made available and set up.
- **ENSURE JLT GROUND CHECKLISTS ARE COMPLETED.** These forms should go into the first playing teams pigeon hole for delivery to DDJFL on Sunday nights.

Effort required

- 2 hours each game day including match time
- 1 hour per week co-ordination of Sub-Committee
- Once a month (approx.) attendance at General Committee meetings