

Committee and Non Committee Position Descriptions

Position	Key Responsibilities	Estimated Time Commitment per Week	Required to Attend Committee Meetings
President (Executive)	<ul style="list-style-type: none"> • Club Figurehead & Spokesperson • Help Market & Promote the Club in the Local Community • Guide & Lead Committee to achieve Club Objectives • Key Liaison with Parents/Others • Arrange & Run Club Committee Meetings • Assist with complaints process 	2-3 hours	Yes
Vice President (Executive)	<ul style="list-style-type: none"> • Assist President with his/her duties • Fill in for President if they are absent for any reason • Help Market & Promote the Club in the Local Community • Chair disciplinary hearings • Coordinate Complaint Handling process • Draft official letters of complaint 	2-3 hours	Yes
Secretary (Executive)	<ul style="list-style-type: none"> • Co-ordinate all incoming & outgoing club correspondence • Produce & Distribute Club Newsletter • Maintain Club Website • Co-ordinate the Player Registration process with Individual Team Managers • Co-ordinate the collection of Membership Fees with Individual Team Managers • Coordinate Melbourne Victory Club development program • Register participants via My football club • Collect, File and Lodge completed FFV Prescribed form NRR03 • Maintain an up to date Player Database with key details • Liaise with FFV staff regarding Inquiries • Distribute minutes of all Club Committee Meetings • Maintain a copy of club correspondence 	3-4 hours	Yes
Treasurer (Executive)	<ul style="list-style-type: none"> • Ensure timely payment of club's bills • Banking of all receipts of club money • Produce monthly financial statements • Create Budgets & Forecasts • Develop & Maintain a 3 year Business Plan 	2-3 hours	Yes
Coaching Co-ordinator (Executive)	<ul style="list-style-type: none"> • Main Liaison between Coaches and Committee • Organise & attend coaches meetings • Ensure Coaches are kept up to date with any changes to FFV Rules & Guidelines • Present to the Committee any improvements / concerns expressed by Parents, Coaches or Players • Identify and arrange accredited coaching training for interested parents or coaches • Work with coaches to arrange participants into teams of the appropriate skill / age group 	2-3 hours	Yes
Assistant secretary	<ul style="list-style-type: none"> • Assist Secretary with his/her duties • Fill in for Secretary if they are absent for any reason • Help Market & Promote the Club in the Local Community • Set-up roster for manning Sign-In desk (start of season) • Maintain complaints register 	2-3 hours	Yes

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	<ul style="list-style-type: none"> Prepare Meeting Minutes 		
Fundraising & Social Event Co-ordinator	Co-ordinate all Club Fundraising & Club Functions, including but not limited to: <ul style="list-style-type: none"> Kiosk, BBQs Raffles, Lolly drives, Vouchers, etc Donations End of Season Club Presentation Social Events, eg. Quiz nights, Trips to Melbourne Victory Games Organise Player / Team Photos Establish & Chair Fundraising sub committee 	2-3 hours	Yes
Catering and Canteen	<ul style="list-style-type: none"> Complete Food Handling Certificate Run & Oversee kiosk / canteen Develop Roster of volunteers Assist with Set-up & Pack Up Order & Purchase Stock Provide summary of takings to Treasurer each week Ensure volunteers attend free council course on food Handling Liaise closely with Fundraising & Social Event Co-ordinator 	1-2 hours	No
Grants / Sponsorship Co-ordinator	<ul style="list-style-type: none"> Review online sites & identify grant opportunities Prepare grant submissions Promote Club and attract sponsors Provide sponsor updates at Committee Meetings Negotiate sponsor packages Organise ground signage Key liaison with Sponsors Obtain sponsor products/promotional material for functions Work with Fundraising to help promote sponsors 	1-2 hours	Yes
Grounds & Equipment Co-ordinator	<ul style="list-style-type: none"> Establish a Ground Maintenance Committee Create a Roster for Pitch Marking Liaise with council on ground condition and maintenance Provide training space allocations Monitor toilets and manage cleaning contractor Liaise with coaching co-ordinator on equipment requirements Liaise with Equipment Steward on equipment replacements 	1-2 hours	Yes
Grounds Committee	<ul style="list-style-type: none"> Ensure Pitch line markings are maintained Pitch safety – check ground for glass and other hazardous objects Ensure Corner Flags and Goal Nets are adequately maintained and arrange replacements as required Ensure bins are emptied regularly Ensure pitch & surrounding areas are kept free from litter & rubbish. 	1 hour	No

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Equipment Steward	<ul style="list-style-type: none"> • Arrange for purchase of all new & replacement Equipment, including: <ul style="list-style-type: none"> ○ Goals & Nets ○ Balls, Witches Hats, pumps ○ Whistles, Bibs • Follow club purchasing process & ensure quotes are obtained • Liaise with coaching co-ordinator on equipment requirements • Ensure all existing equipment is adequately maintained & stored • Keep an Inventory of all equipment • Perform an Annual Stock take:- start of season, mid season & end of season • Organise collection of assets at season's end 	1 hour	No
Fixtures Coordinator	<ul style="list-style-type: none"> • Review FFVs fixture & identify clashes • Submit preferred game times and days to Committee for Home Games • Submit fixture change request to FFV • Submit number of teams & age groupings to FFV • Act as Main contact point with FFV for fixture changes & updates • Provide game day details and advice on fixture changes to Coaches & Parents 	1 hour	Yes
Match Day Coordinator	<ul style="list-style-type: none"> • Organise game referees and linesmen for home games • Liaise with Treasurer for payment of referees if required • Ensure game day marshals are organised for U11s, U12, U13, U14 & U15 home games • Allocate Pitches for all home matches, liaise with Coaches & Team Managers • Liaise with Fixtures Coordinators for changes in game fixtures • Organise First Aid Volunteers for home games & training 	1 hour	Yes
First Aid Volunteers	<ul style="list-style-type: none"> • Check & update club first aid kits • Create & display emergency contact list in club room & website • Develop & distribute first aid incident reporting form • Create & maintain incident register • With Secretary copy emergency contact details for each player & group by team • Provide player emergency contact details to Team Leader / coach 	1 hour	No
Game Day Marshalls	<ul style="list-style-type: none"> • Direct players, officials & spectators to their allocated pitch for home games • Ensure Technical Areas are kept clear of parents & spectators • Ensure members of the public do not encroach on playing fields or around goal areas 	1 hour	No
Coaches (1 per team)	<ul style="list-style-type: none"> • Support & champion FFV's Codes of Behaviour • Complete appropriate FFV Coaches Course (club to subsidise) • Keep up to date with age related rules • Obtain & submit copy of working With Children's Certificate • Report any game day incidents to Committee 	2-3 hours	No

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	<ul style="list-style-type: none"> • Develop weekly training session plans • Assist with the set-up/ pack up of pitches • Deliver preliminary skills sessions • Oversee the running of each session • Ensure that participants are being supervised at all times • Keep up to date with Coach Education information • Promote player development, participation & fun • Ensure the correct number of players are on the field • Distribute club communications to players / parents <p>U11 upwards</p> <ul style="list-style-type: none"> • Ensure Match Records are maintained & signed • Submit copy of Match Record to FFV • Ensure player id cards are maintained and available at all home away games • Enter home game results in to Results Vault for all home games 		
<p>Team Managers (1 per team)</p>	<p>Act as Main Contact point and organiser for Individual Team requirements, including:</p> <ul style="list-style-type: none"> • Support & champion FFV's Codes of Behaviour • Collection and Checking of completed Player Registration Forms, Photos & Proof of Age • Collection and recording of payment of Membership Fees • Provide Club communications to members and parents • Help collect funds from Fundraising activities • Establish Parent Rosters for Various Team Activities, eg. Game Refreshments • Provide support to Team Coach • Assist the Secretary in other duties as appropriate. • Man Sign-In desk as per roster • Contact Point for Parents and Visiting Teams • Notify opposing teams of any changes 	<p>2 hours</p>	<p>No</p>
<p>Ordinary Committee Members (x 3)</p>	<ul style="list-style-type: none"> • No specific role, but allocated tasks as per club requirements <p>Uniforms</p> <ul style="list-style-type: none"> • Identify potential suppliers (all apparel) and obtain quotes (at least 3) • Obtain size samples for registration day • Consult with Committee and agree on Style & Color for Away Strips • At player registration liaise with parents regarding Sizes • Ensure each parent completes & signs uniform order form • Ensure Playing Kit Numbers are not duplicated within teams • Distribute Uniforms to Players with assistance from Team Managers & volunteers 	<p>2 hours</p>	<p>Yes</p>