

Committee and Non Committee Position Descriptions

Position	Key Responsibilities	Estimated Time Commitment per Week	Required to Attend Committee Meetings
President	<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 Liason with Parents/Council/Others - Arrange & Run Club Committee Meetings 	2-3 hours	Yes
Vice President	<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 - Submit number of teams & age groupings to FFV - Submit preferred game times (provided by Fixtures Co-ordinators) to FFV for Home Games 	1-2 hours	Yes
Secretary	<ul style="list-style-type: none"> - Co-ordinate all incoming & outgoing club corresepondance - 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 - Register participants via FFV online Sportsnet - Collect, File and Lodge completed FFV Prescribed form NRR03 - Maintain an up to date Player Database with key details - Liase with FFV staff regarding Inquiries - Maintain and distribute minutes of all Club Committee Meetings - Set-up roster for manning Sign-In desk 	3-4 hours	Yes
Treasurer	<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 5 year Business Plan - Co-ordinate all submissions for Grant Funding 	1-2 hours	Yes

Fundraising & Social Event Co-ordinator	<ul style="list-style-type: none"> - Co-ordinate all Club Fundraising & Club Functions, including: <ul style="list-style-type: none"> - Kiosk, BBQs - Raffles, Lollie drives, Vouchers, etc - Sponsorships & Donations - End of Season Club Presentation - Social Events, eg. Quiz nights, Trips to Melbourne Victory Games 	1-2 hours	Yes
Equipment Steward	<ul style="list-style-type: none"> - Arrange for purchase of all new & replacement Football Equipment, including: <ul style="list-style-type: none"> - Goals & Nets - Balls, Witches Hats, pumps - Whistles, Bibs - Ensure all existing equipment is adequately maintained & stored - Keep an Inventory of all equipment & perform an Annual Stocktake - Liaise with Uniforms Co-ordinator on Purchase & Replacement of Uniforms 	1 hour	Yes
Coaching Representative (3 positions) Positions would be expected to be held by Team Coaches	<ul style="list-style-type: none"> - Act as Main Liasion between Coaches and Committee - Ensure Coaches are kept up to date with any changes to FFV Rules & Guidelines - Ensure all Players, Parents & Coaches adhere to the FFV Code of Behaviour Policy - Present to the Committee an concerns expressed by Parents, Coaches or Players - Identify and arrange accredited coaching training for interested parents or coaches 	1 hour	Yes
Team Manager (1 per team)	<ul style="list-style-type: none"> - Act as Main Contact Point and Organiser for Individual Team requirements, including: <ul style="list-style-type: none"> - 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 	2 hours	No

Fixtures Co-ordinator 2 positions required: - One for U/6's & U/8's - One for U/10's, U/11's, U/12's	- Submit preferred game times and days to Committee for Home Games - Arrange Internal Draw for non competition under age teams - Arrange Club Gala Days - Act as Main contact point with FFV for fixture changes & updates - Provide game day details and advice on fixture changes to Players, Coaches & Parents - Organise game referees for home games - Liaise with Treasurer to organise payment of referees - Ensure game marshals are organised for U11s, U12 & U13 home games - Attend coaching meetings as required	1 hour	No
First Aid Co-ordinator	- Identify any trained First Aiders at the club - Establish a Roster of First Aiders - Identify any Parents willing to complete a First Aid Certificate - Maintain First Aid Kits & ensure they are kept fully stocked	1 hour	No
Uniforms	- Identify potential suppliers and obtain quotes - Consult with Committee and agree on Style & Color for Home & Away Strips - Liaise with parents regarding Sizes & Quantities - Identify required Logos & Numbers to appear on Strips - Distribute Uniforms to Players with assistance from Team Managers - Provide general support to the Equipment Steward	2-3 hours before start of Season, 1 hour after start of season	No
Catering and Canteen	- Complete Food Handling Certificate - Develop Roster of volunteers - Order & Purchase Stock - Run & Oversee kiosk / canteen - Ensure volunteers attend free council course on food Handling - Liaise closely with Fundraising & Social Event Co-ordinator	1-2 hours	No

<p>Coaches</p> <p>(At least one coach is required per Optus SSF pitch or 8 – 10 participants)</p>	<ul style="list-style-type: none"> • Attend a Grassroots Certificate Course • Develop weekly training session plans • Assist with the set-up/ pack up of Optus SSF pitches. • Deliver preliminary skills sessions • Arrange participants into teams of the appropriate sizes per age category. • Oversee the running of each session • Ensure that participants are being supervised at all times. • Keep up to date with Coach Education information. • Support & champion FFV's Codes of Behaviour • Promote player development, participation & fun. • Ensure the correct number of players are on the field. • Give advantage to the attacking team and let the game flow, limit stoppages. • Instruct players in the first instance before blowing the whistle. • Ensure team officials and parents create a positive playing environment for the children - Set up and Pack up of Equipment before & after games • Ensure team officials and parents uphold a player development & participation focus rather than emphasising on winning and losing. • Ensure a safe playing environment for the children. • Praise and encourage both teams. • Be enthusiastic, consistent and approachable. - Attend coaching meetings as required 	<p>2.5 hours</p>	<p>No</p>
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