

MOCFC 2020 - A BRIEF SNAPSHOT OF EACH COMMITTEE ROLE

EXECUTIVE COMMITTEE ROLES:

PRESIDENT

- lead the committee and guide the Club in all strategic and operational aspects

VICE PRESIDENT (FOOTBALL)

- oversee the football operations of the Club, including coaching, support staff and the playing group

VICE PRESIDENT (SOCIAL)

- oversee and manage the various social sub-committees in setting the social and events calendar for the Club

VICE PRESIDENT (ADMIN)

- oversee the various administration tasks of the Club, including promotions, marketing and communications

SECRETARY

- provide a central point of contact for the Club internally (Committee) and externally (Monash Council, etc)

TREASURER

- oversee the financial management of the Club

GENERAL COMMITTEE ROLES:

Reporting to Vice President (Football):

MEN'S FOOTBALL / DIRECTOR OF COACHING (to be appointed by the Club)

- oversee all Club coaches, with a focus on supporting, mentoring and guiding them throughout the season
- assist the Committee and coaching staff on matters specific to senior men's football

WOMEN'S FOOTBALL

- assist the Committee and coaching staff on matters specific to female football

UNDER 19 FOOTBALL

- assist the Committee and coaching staff on matters specific to underage football

TRIBUNAL ADVOCATE

- represent the Club in any matter referred to the VAFA tribunal, acting as Club Advocate for any Club member attending the VAFA tribunal

JUNIOR AFFILIATE LIAISON

- provide a point of contact with our junior affiliate Waverley Park Hawks Junior Football Club

MATCH DAY UNIFORM COORDINATOR

- coordinate the purchase and distribution of the Club's match day uniforms



Reporting to Vice President (Social):

CLUB SOCIAL EVENTS

- plan and oversee the various social events throughout the season (with the exception of the Gala Night and major events such as Founders Day celebrations)

MATCH DAY FUNCTIONS

- plan and oversee the various match day luncheons throughout the season, coordinating the catering, guest speakers, etc

GALA NIGHT & MAJOR EVENTS

- plan and oversee the Club's major social event in 2020 - the Gala Night

THURSDAY MEALS COORDINATOR

- coordinate the roster for the Thursday evening meals, liaising with parents, partners and supporters

Reporting to the Secretary:

PAST PLAYERS & SUPPORTERS ASSOCIATION LIAISON / CLUB 200

- liaise with the PP&SA on relevant matters and assist in strengthening the relationship between former players and current Club members
- assist the Committee in driving the Club 200 program, including member recruitment and retainment as well as the member benefits package

REGISTRAR / VAFA LIAISON

- oversee the registration process for all players and liaise with the VAFA on all matters relating to player eligibility
- oversee player transfers into and out of the Club

GROUNDS & FACILITIES MANAGER

- assist with the planning and utilisation of all grounds that are used for training and matches, as well as liaising with Mazenod College and Monash Council on venue availability and maintenance
- coordinate the use of the Club's portable electronic scoreboard, including match day use and external hire

FIDA LIAISON

- provide a point of contact with our FIDA Club affiliate Mazenod Panthers Football Club

Reporting to Vice President (Administration)

WEBSITE MANAGER

- manage the content on the Club's website (news items, photos and video)
- oversee the website's "Customer Relationship Management" function to enhance email communications



SOCIAL MEDIA MANAGER

- oversee the publishing of social media content on the various communication platforms – Instagram, Twitter, Facebook, YouTube, Snapchat
- recruit and manage a small team of volunteers to assist with the generation of content

INSURANCE / RISK MANAGEMENT OFFICER

- oversee all insurance matters for the Club, acting as a reference point for insurance queries from players and parents

COMPLIANCE MANAGER

- assist in the compliance process for the Club on matters relating to Responsible Serving of Alcohol, Food Handling and other Council / legislative requirements
- oversee the various Club policies, providing recommendations to the Executive for policy updates as required

CLUB HISTORY & ARCHIVES MANAGER

- assist in the sourcing and digital archiving of historical Club material, provide a reference point for matters relating to Club history
- maintain all Club data for players, including games played, milestones, etc
- work with the social media team to generate content to help recognise and celebrate our Club history

CHILD SAFE OFFICER

- oversee the Club's child safety policy and processes, including the collation and maintenance of all Working With Children Checks

Reporting to the Treasurer:

ASSISTANT TREASURER

- provide assistance to the Treasurer as required, including cash management, banking, and financial reporting

FUNDRAISING, SPONSORSHIP & GRANTS

- oversee the sourcing and management of Club revenue streams, with a major focus on the recruitment and retention of all Club sponsors
- oversee all fundraising initiatives, including grant applications and donations

MERCHANDISE COORDINATOR

- manage the purchasing, stock control and sale of all Club merchandise & apparel

CANTEEN MANAGER

- oversee the purchase and management of canteen stock, as well as overseeing the staffing roster

RAFFLES COORDINATOR

- coordinate all home match raffles including prizes, selling and promotion of each raffle

IMMEDIATE PAST PRESIDENT

- assist the incoming President as they transition into the role in their first year
- act as support and mentor, providing guidance for the President and Executive members as required

