

## **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:***

#### **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

#### **MATCH DAY FUNCTIONS**

- plan and oversee the various match day luncheons throughout the season

#### **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 the Club's 40<sup>th</sup> anniversary celebrations)

#### **GALA NIGHT & MAJOR EVENTS**

- plan and oversee the Club's two major social events in 2018 - the Gala Night and the Club's 40<sup>th</sup> anniversary celebrations

#### **BAR MANAGER**

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

**THURSDAY MEALS COORDINATOR**

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

**PAST PLAYERS & SUPPORTERS ASSOCIATION LIAISON**

- liaise with the PP&SA on relevant matters and assist in strengthening the relationship between former players and current Club members

**REGISTRAR / VAFA LIAISON**

- oversee the registration process for all players and liaise with the VAFA on all matters relating to player eligibility

**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

**FIDA LIAISON**

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

**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

**WEBSITE MANAGER**

- manage the content on the newly developed Club website (news items, photos and video)

**SOCIAL MEDIA MANAGER**

- oversee the publishing of social media content on the various communication platforms – Instagram, Twitter, Facebook, YouTube, Snapchat

**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, Child Safety (Working With Children Check) and other Council / legislative requirements

**VOLUNTEER COORDINATOR**

- assist with the management of all Club volunteers, including the sourcing and recognition of all people working for the Club in a volunteer capacity

**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 focus on fundraising, sponsorship and grant applications

**MERCHANDISE COORDINATOR**

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

**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