

SUBIACO AFC

(Subiaco City Junior Soccer Club)

Duties of the Management Committee and Officers

All roles require attendance at a monthly committee meeting, usually on a Saturday afternoon at the Club House, and input on matters relating to all aspects of the Club's management.

PRESIDENT

- a) To preside over all meetings and to ensure that meetings are conducted in accordance with Part III and that the spirit is in accord with the aims and objects of the Club.
- b) To act as spokesperson for the Club at all functions.
- c) To oversee the general organization and conduct of the Club's activities and to accept responsibility for the progress of Club activities.

SECRETARY

- a) To assume all the duties of the President in the case of his/her absence
- b) To attend all meetings of the Club unless excused.
- c) To keep minutes of the General and Management Committee meetings in books provided for that purpose.
- d) To notify members of the date, venue and business of all General Meetings no less than seven days before the date of the meeting.
- e) To notify member of the date, venue and business of all Management Committee Meetings no less than three days before the date of the meeting.
- f) To conduct the general correspondence of the Club.
- g) To issue newsletters from time to time.
- h) To present a report at the Annual General Meeting.

TREASURER

- a) To attend all meetings of the Club unless excused.
- b) To receive all monies due to the Club and maintain a proper ledger of accounts, issuing receipts where necessary.
- c) To produce at the Annual General Meeting an account of the receipts and expenditure during the previous year.
- d) To use his/her endeavours to collect all monies due to the Club.
- e) To present to each meeting of the Committee and at every General Meeting, correct detailed statement of account showing the condition of the Club's funds. All books and

statements of account shall be open to inspection at any time by the members of the Management Committee.

REGISTRAR

- a) To attend to the registration requirements of all players involved with Football West Limited.
- b) To keep a record of all players registered by the Club in the various age groups and collect all membership fees.

VICE PRESIDENT – GROUNDS & EQUIPMENT

- a) To purchase equipment on behalf of the Club.
- b) To keep an inventory of all Club property and where possible, to report to the Management Committee when more equipment is purchased.
- c) To be responsible for the storage and maintenance of all Club equipment during the off-season.
- d) Only the Vice President – Grounds & Equipment and the President shall have the power to purchase equipment on behalf of the Club.

Note: The coach of each team shall have charge of the property used by his/her team and shall inform the Vice President Grounds & Equipment of any additional requirements allowing adequate time for their suitable purchase.

VICE PRESIDENT - OPERATIONS

- a) To ensure that the ground is available for the games to be played at home grounds throughout the season.
- b) To ensure that the ground is prepared and correctly marked prior to each game.
- c) To notify the Secretary in the event of the ground being unavailable.
- d) To ensure, in association with the Secretary, that a referee is available for each home game.
- e) To ensure that the ground is available for the training sessions at home grounds throughout the season.

VICE PRESIDENT - COACHING & DEVELOPMENT

- a) To collect all match cards of all league, cup and championship games played at home and pass them onto Football West Limited within the time period laid down by FW
- b) To allocate and manage the development of coaches; paid and volunteers.
- c) To manage the Technical staff.
- d) To liaise with FW regarding coaching accreditation opportunities.
- e) To manage the Coaching Budget.

VICE PRESIDENT - Events

- a) To plan and organise social events for the Club, including the Season Launch, End of Season Wind-Ups, Volunteer Appreciation Evening, and any other events that the Committee may plan during the season e.g. a Quiz Night.