



Roles and responsibilities of Executive and Committee Members and other Association Officials

Note 1: Duties of the Secretary and Treasurer are included in Sections 21 and 22 of the Constitution.

Note 2: Section 18(d) of the Constitution empowers the Committee to appoint members to various positions as required.

Adopted: 18 February 2016

Modified: 2 January 2021 (v2.0)

President (This is an office bearer position as specified in Section 19(3) of the Constitution)

The President shall:

- a) Preside over all Executive, Committee and General Meetings that he attends and shall ensure that the business is conducted in a proper manner,
- b) Supervise the General Meeting of the Club,
- c) Represent the Association at official functions as required,
- d) Provide leadership to the Association,
- e) Act as the Association's official spokesperson as required.

Vice President – Seniors (This is an office bearer position as specified in Section 19(3) of the Constitution)

The Vice President – Seniors shall:

- a) Preside over meetings that the President does not attend and shall ensure that the business is conducted in a proper manner,
- b) Be responsible for managing any competition involving senior members, including referees and scorers,
- c) Be responsible for coordinating special activities and projects as directed by the Committee,

- d) Be responsible for the activities of the Promotions/Fundraising Officer, Property Officers and Registrars,
- e) Supervise the running of the Social Committee or such other sub committees as directed by the Committee.

Vice President – Juniors (This is an office bearer position as specified in Section 19(3) of the Constitution)

The Vice President – Juniors shall:

- a) Be responsible for managing any competition involving junior members, including referees and scorers if required,
- b) Be responsible for coordination of junior player development,
- c) Be responsible for coordinating special activities and projects as directed by the Committee,

Ordinary Committee Member (This is an official position as specified in Section 19(1)(b) of the Constitution)

The Ordinary Committee Member shall:

- a) Carry out duties as agreed upon and directed by the Committee.

Club Captain

The Club Captain shall:

- a) Be appointed by the Senior Players and endorsed by the Committee,
- b) By his conduct set a good example to all members of the Association,
- c) Ensure players adhere to the player values,
- d) Be an official representative of the senior players and as such, will bring to the attention of the Committee any suggestions, recommendations or grievances of the players,
- e) Be responsible for introducing new playing members of the Association.

Registrar

The Registrar shall:

- a) Maintain a complete record of eligible players in the Association,
- b) Liaise with the state or national governing body as required.

Property Officer

The Property Officer shall:

- a) Maintain a register of Association property,
- b) Advise the Committee on playing uniforms and equipment requirements,
- c) Conduct stocktakes and advise the Committee of shortfalls,
- d) Be responsible for tracking the loan of equipment and property to Association members,
- e) Be responsible for ensuring that equipment and property loaned to Association members is returned at the end of the playing season or at such other time as may be appropriate.

Promotions/Fund Raising Officer

The Promotions/Fund Raising Officer shall:

- a) Implement and coordinate fund raising programmes as approved and directed by the Committee.

Canteen Manager

The Canteen Manager shall:

- a) Organise & provide canteen services at home games,
- b) Purchase & control stock,
- c) Maintain a cash float,
- d) Co-ordinate and direct volunteer helpers,
- e) Ensure that a safe work environment and Occupational Health and Safety Standards are maintained,
- f) Ensure that Food Safety Standards are maintained,
- g) Ensure the canteen is kept clean.

Field Manager

The Field Manager shall:

- a) Co-ordinate game day setup,
- b) Co-ordinate maintenance & improvements to field and amenities,
- c) Liaise with Shoalhaven City Council Sporting Facilities Department,
- d) Maintain a list of key allocation.

Communications Manager

The Communication Manager shall:

- a) Promote the activities of the Association in the local media including newspaper and radio.

Website & Social Media Manager

The Website & Social Media Manager shall:

- a) Manage all Online presence and Marketing for the association
- b) Maintain & update the Association's website.
- c) Maintain Social Media for the association.

Member Protection Information Officer

The Member Protection Information Officer shall:

- a) Obtain and maintain a Member Protection Information Accreditation
- b) Compile and maintain a current (WWCC) Work with Children Check database and keep coaches and committee members informed when key members are close to the end of validity period
- c) Provide information, responsibilities, and options for SMBA complaints, complaint resolution
- d) Procedures, member protection, child protection, harassment and discrimination
- e) Develop and maintain the SMBA member protection policy