



St Ives AFL Club – Committee Roles



POSITION / ROLE	Key Tasks
President	<ul style="list-style-type: none"> • Oversees the running of the club. • Represents the club in the Club Presidents meetings and other key forums, Pres meets approx. every 6-weeks in season. • Chair all meetings of the club Board. • Communicate openly with the Board and the Members about issues that are affecting the Club. • Ensure that the Club complies with policies of the Board and the rules of the League. • Actively build good and positive relationships between the Club and the wider community. • Build relationships at other clubs to enable movement of games when required. • DELEGATE!!!!
Vice President – Club Operations	<ul style="list-style-type: none"> • Coordinate internal communications (website/newsletter) • Coordinate child protection requirements • Coordinate canteen activities • Coordinate first-aid/physio • Coordinate ground maintenance • Coordinate club facilities • Coordinate umpires • Coordinate property • Coordinate player/club milestones
Communications	<ul style="list-style-type: none"> • Prepare and distribute the Club newsletter. • Act as the Club Administrator for the Web site to ensure that it is updated in a reliable, timely and regular manner with information about the Club. • Assist with the management of club e-mail.
Child Protection Officer	<ul style="list-style-type: none"> • Ensure all coaches & managers and committee have completed child protection forms. • Store club forms. • Develop/source and communicate relevant club policies around the issue of child protection.
Canteen Coordinator	<ul style="list-style-type: none"> • Prepare and publish a roster to the team managers at the commencement of each season detailing the teams canteen obligations. • Monitor profits / sales, incl updating prices and menu lists. • Count, summarise and bank the Canteen takings after the completion of activities at each home game. • Dealing with any volunteer issues. • Take over the running of the canteen when the regular canteen manager is unavailable. • Work with the paid canteen manager to coordinate all canteen activities, including: <ul style="list-style-type: none"> · Set up the Canteen operations so that it is safe, clean and practical. · Arrange for the ordering, receipting, storage and display of stock. · Ensure that there is an appropriate cash float in place to commence the Canteen at the commencement of each days' operation. · Count, summarise and bank the Canteen takings after the completion of activities at each home game. · Look at potential improvements e.g. menu items, suppliers, rostering issues.
Ground Manager Coordinator	<ul style="list-style-type: none"> • Drives the GM appointments for ALL teams. • Informs all GMS their responsibilities each week, including a roster of who is on which game each week. • Responsibility for the availability of all ground equipment. • Coordinates all GM operational activities & supports all the GMS. • Total responsibility for the call on Acron with regard to Council in relation to use of the ground under the wet weather policy. • Responsibility for Ground allocation and disputes regarding use of ground.



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Property Coordinator	<ul style="list-style-type: none"> • Identify quantities and order match and training footys at the commencement of each season. • Audit and refurbish all “team kits” at the commencement of each season. • Coordinate the restock and distribution of all first aid kits, incl the club kit. • Training shed + canteen cutting of keys and distribution Order new and replacement Club Jumpers when required. • Source and buy other operational support equipment as agreed from time to time.e.g. Coaches Team Boards, training equipment. • Package Team jumpers for each team at the commencement of the season for hand over to Team Managers. • Ensure that Team Managers keep track of the player jumper allocation. • Collect all jumpers and other operational team equipment from the Team Managers at the conclusion of each season & pack away. • Training shed + canteen cutting of keys and distribution
Presentation Day Coordinator	<ul style="list-style-type: none"> • Trophies - collection of perpetual trophies and organisation of engraving for end of year presentation • Coordination, ordering, collection of end of year trophies. • Presentation day Set and coordination of trophies • Assisting the 16s group with coordination of the 16s EOS Dinner in lieu of presentation.
Ground Marking	<ul style="list-style-type: none"> • Initial orientation, measurement and marking of grounds at start of season – 3 hours. • Refresh of marks on a weekly basis – 1 hour on Saturday afternoon. • Total season commitment about 20 hours.
Facilities Coordinator	<ul style="list-style-type: none"> • Responsible for the upkeep of the facilities, ie sheds & canteen. • Monitor and communicate issues re the upkeep of the training sheds to coaches and managers.
Vice Presidents – Commercial Operations	<ul style="list-style-type: none"> • Media/PR (external) • Coordinate sponsorship • Coordinate Government/AFL/Council relations • Coordinate Club projects (ANZAC Day/Pink Socks/Gaelic) • Coordinate Club Photos • Club History • Coordinate recruitment • Coordinate social activities (end of year)
Sponsorship Coordinator	<ul style="list-style-type: none"> • Drives all areas of sponsorship and grant applications for the club. • Presents and coordinates new sponsorship opportunities to the board. • Work with sponsors as required. • Generated promotional material for distribution.
Council Liaison	<ul style="list-style-type: none"> • Liaise with council on all issues to do with ground. • Reports any incidents / issues with Acron. • Acts as a Conduit to Council. • Responsible for coordinating use of and issues with Floodlights.
Recruitment	<ul style="list-style-type: none"> • Drives club recruitment activities, including banners, school newsletter insert, and advertising (in conjunction with the AFL). • Work with the AFL Schools Development Manager to help target schools within the defined geographical recruitment area of the Club
Social Coordinator	<ul style="list-style-type: none"> • Get a team of people together and coordinate and organise the yearly fundraiser.
Pink Sock Day Coordination	<ul style="list-style-type: none"> • Coordinate the Pink Sock Day gear and activities.
ANZAC Day Coordination	<ul style="list-style-type: none"> • Coordinate the Pink ANZAC Day games and activities.



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Vice President Football Operations	<ul style="list-style-type: none"> Coordinates all football operational activities. Drives the coach appointments Conduit from the AFL Regional Managers to the coaches and managers. Provides regular communication to all the coaches and managers. Assists with development of and supports the coaches. Coordinate coaching courses Ensure all coaches and manager understands the club expectations and conduct. Checks and deals with coach accreditation & coach code of conduct issues. Recommend new equipment where required Run coach and manager review meets. Drives end of season awards across the club. Coordinate Auskick activities AFL Regional representative
Youth (13-16) Coordinator	<ul style="list-style-type: none"> Drives all operational activities specific to the Youth coaches. Deals with Youth code of conduct issues. Assists with development of and supports the Youth coaches. Recommend new equipment where required
Junior (9-12) Coordinator	<ul style="list-style-type: none"> Drives all operational activities specific to the Junior coaches. Deals with Junior code of conduct issues. Assists with development of and supports the Junior coaches. Recommend new equipment where required Drives end of season Gala days.
Auskick Coordinator	<ul style="list-style-type: none"> Coordinates the week to week running & Admin of Auskick. Ordering of Auskick kit, sorting of Auskick jerseys. Recruit sufficient Coaches to deliver the Auskick Program, and arrange for those Coaches to receive appropriate training. Auskick Newsletter to keep families apprised of AK activities. Assist the Recruitment and Registration Co-ordinator to deliver on recruitment strategy.
Draw Manager	<ul style="list-style-type: none"> Organising & Manage the Draw, incl ground allocations and borrowing.
Umpire's Coordinator	<ul style="list-style-type: none"> Recruit and coordinates all St Ives Umpires. Conducts the weekly umpire's rostering. Coaches ALL St Ives umpires & actions all St Ives Umpires issues. Act as an advocate for Club Umpires in relevant AFL forums including at Board Meetings
Treasurer	<ul style="list-style-type: none"> Prepare an annual budget for the funding of the Club operations. Assisting with the setting of annual registration fees based on projected costs/rev. Coordinate with Registrar for reconciliation of registration fees. Reporting at Monthly to the Board on the financial status and performance. Developing, implementing and monitoring internal control measures that are both practical and that protect the Club's asset base. Acting as the principal point of contact between the Club and its Bank. Acting as one of the Club signatories to all Club accounts. Acting as the principal "payer" of accounts. Preparing the Annual Accounts of the Club and presenting them for audit.
Secretary	<ul style="list-style-type: none"> Takes minutes at Board meetings Ensure that the Club complies with it's obligations in relation to Constitution. Ensure that Club Board meetings are regularly called, properly notified to all. Prepare and distribute the agenda for all meetings of the Club Board. Prepare true and accurate records of all meetings and distribute. Prepare and distribute official Board correspondence. Ensure that the Club mailbox in regularly monitored. Give notice of Club AGM before the end of September in each year.



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Registrar	<ul style="list-style-type: none">• Drives the registration process.• Organises Registration Day (usually 1st week in Feb at St Ives Village Green).• Ensure that all players complete the appropriate registration.• Liaise with Team Managers and the Treasurer to ensure that all individual player records are complete and that all players have paid the appropriate registration fees for each.• Whilst maintaining appropriate privacy controls, encourage parents to keep it up to date and accurate.• Track the achievement of individual player milestones to allow the Club to honour those achievements.• Assist with the preparation of the annual player presentations.• Provides all age groups with rego lists.
First Aid Coordination	<ul style="list-style-type: none">• Physio Coordination• Coordinate First Aid Arrangements
General Board Members (x3)	<ul style="list-style-type: none">• Ad Hoc Activities, such as:<ul style="list-style-type: none">○ Indigenous round organisation and execution.○ International rules games.