

CAMDEN FALCONS SOCCER CLUB INCORPORATED
OFFICE BEARERS AND ORDINARY MEMBERS POSITIONS

8 Office Bearers and 8 Ordinary Members

As @ 24.11.06

Committee meetings are usually held on the 2nd Monday of each Month.

The MDSFA (Macarthur District Soccer Football Association) meetings are held on the 1st Monday of each month at which 2 representatives of each club must attend.

1. The President – Office Bearer

The president has the task of making sure the committee is running smoothly and is achieving its aims.

Key responsibilities include:

- being spokesperson for the club, representing the club in the community, with the council or sponsoring organisation, where appropriate.
- making sure monthly committee meetings are held and organised in advance. Proper notice must be given and a quorum of members must be present. (A quorum is a specific number of members required to be present at a committee meeting and is defined in the Model Rules or Policy of the club).
- making sure all decisions made at meetings are followed through.
- acting as a communication link between committee members.
- The president needs to stay in touch with day to day happenings.
- acting on behalf of the committee in between meetings. When emergencies happen the Executive Committee should make decisions on behalf of the committee (as per Model Rules 14(2)). The president should call Special Meetings where necessary.

The president usually carries out the role of Chairperson. This role relates specifically to meetings.

He or she has to make sure committee meetings are effective. The job requires skills that everyone can learn with time, a good role model and practice. You should consider the idea of rotating the chairing of meetings so committee members have opportunities to develop their skills.

Some key responsibilities of the chairperson include:

- drawing up an agenda (usually with the secretary)
- working out a priority for dealing with these items and if necessary setting time limits.
- leading the meeting through the agenda, keeping discussion relevant and decision making clear.
- making sure the people who wish to speak are able to and encouraging all who attend to participate.
- noting motions (with the secretary) and putting these to the meeting to a vote or agree on.
- suggesting procedures to deal with any difficulties in getting through items being discussed, and to get the meeting to agree to them.
- signing the minutes after they have been confirmed as a true record of the previous meeting.
- making sure the meeting is being run in accordance with the Model Rules. For example, that there is a quorum present. (Usually the secretary, or other long standing members will share this responsibility.)

The chairperson should not move motions. When the vote is tied, the chairperson usually has the casting vote.

2. The Vice President – Office Bearer

The vice president usually helps the president and shares some of the tasks on a daily basis.

When the president is absent the vice president usually acts as president.

3. The Secretary – Office Bearer

The secretary is responsible for keeping the records of the club (other than financial) and for dealing with the correspondence. MDSFA send their correspondence by Email directly to the Secretary for attention. Some mail also is sent to the Club Post Box.

In meetings the secretary's job is:

- to take minutes (and then to write them up and distribute them to members before the next meeting).
- to put together a list of items of correspondence (that is, letters received and sent) and to point out any that might be of special importance or that are urgent.
- the list of correspondence to be presented and tabled at the meeting. The secretary should then draw attention only to letters of particular importance and members might request further information on particular items of interest to them.
- to note motions to be decided on and the precise working of resolutions and decisions.

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Outside the meeting the secretary should:

- make sure that the correspondence is up to date and in order and is available for anyone to look at.
- any changes directed to the Secretary from the MDSFA regarding teams games, times, venues must be immediately informed of to the Coach or Manager of the affected team. A designated contact person from each team must be chosen as soon as teams are nominated to the Association at the Commencement of each season.
- scores from each weekend are FAXED to MDSFA by Monday 9.00am (This is confirmed each year at the MDSFA Meeting)
- the secretary must attend each MDSFA meeting (1st Monday per month) with another Committee Member.

4. The Assistant Secretary – Ordinary Member

The above positions are to be shared when the Secretary cannot meet the obligations listed or as mutually agreed upon between the Secretary and Assistant Secretary.

5. The Treasurer – Office Bearer

The treasurer has the responsibility for overseeing financial management and keeping the committee informed of the financial state of the club.

The treasurer is responsible for the following:

- be aware of the budget, monitoring the receiving and spending of money and making sure it's done properly.
- ensuring all the books and financial systems are up to date.
- ensuring a proper record of all payments and all money received is recorded. This involves maintaining evidence such as invoices, receipt and bank statements.
- presenting financial reports at committee meetings. These reports should be easily understood by committee members.
- the treasurer's role has two fields of responsibility: information (keeping the committee up to date with the clubs financial position) and administration (the daily management of finances.)

All monthly accounts must be recorded on the Clubs Computer System to keep our Data Base current.

6. The Registrar – Office Bearer

The registrar is responsible for registering new and returning players at the commencement of each season. Application Forms will have been received from the MDSFA with player cards prior to club registrations. It is the responsibility of the Registrar along with another Committee member to place players in the correct age groups for registration.

All registration forms must be recorded on the Clubs Computer System prior to being handed to MDSFA to keep our Data Base current.

These completed forms are then handed in team order to the MDSFA for registration after all players have been approved by our committee.

The registrar may be called upon to go to training sessions to enable players to register.

At any time the registrar can call upon another committee member to assist.

7. Publicity Officer – Office Bearer

- is responsible for the weekly newsletter and in collating information from the coaches committee, arranging typing, collating and distribution. Each week/month Coaches or Managers will be giving a match report on the progress of the team which will be presented in the newsletter.

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8. Groundsperson – Office Bearer

- ensuring the building and grounds are well maintained.
- organising working bees, or contracts to carry out maintenance and repairs.
- overseeing the maintenance and security of outdoor equipment.
- line marking of the grounds.

9. Equipment Officer – Office Bearer

- ensures match equipment is recorded on distribution at commencement of season and on return at end of season by the person who signed for equipment at commencement of season.
- non returned equipment must be accounted for at end of season

Ordinary Members (7, & the 1 Assistants listed above) (8)

These committee members consists of volunteers who show an interest to help the committee fulfill its commitment to soccer for the children and players in the Camden Falcons Soccer Club. They are also asked to attend each Committee Meeting.

MDSFA - Macarthur District Soccer Football Association meets 1st Monday of each month at Lynwood Park, Rangers Road, St. Helen's Park.

2 representatives from each club must be represented at each of these MDSFA meetings.

2 representatives from each club must be represented at each MDSFA Judiciary meetings - dates and times will be notified by MDSFA.

Each committee member must attend the club committee meeting to ensure a Quorum.

Each committee member must be available to assist any other committee member when called upon.

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OFFICE BEARERS