**Committee Positions**

**President** - Chairs committee meetings, represents the club at other meetings, and promotes and guides the club.

**Vice President, Seniors** - support the President and oversee all football related matters across the Club relating to Senior Football.

**Vice President, Juniors** - support the President and oversee all football related matters across the Club relating to Junior Football.

**Secretary** - Records minutes of the committee meetings, handles correspondence for the club, keeps a membership record and is the main contact for the club.

**Treasurer** - Handles the finances for the club, keeps financial records, issues receipts and is signatory for the club’s accounts. Also organises the auditing of the accounts.

**Committee Members** - provide support to the President, Secretary and other committee members to ensure the club sets and strives to meet goals and objectives. Some committee members may also fulfil one or more of the roles outlined below.

**Club Roles** – (ongoing through the season, not committee positions)

**Bar Manager** – is an Approved Bar Manager and manages operation of the club’s bar activites, including opening times, staffing and stocking.

**Canteen Manager** – manages operation of the club’s canteen including opening times, menus, staffing and stocking.

**Club Manager** – coordinates all activities in the clubrooms, including opening times, opening and closing, security, and communication in relation to club activies.

**Coaching, Juniors** – coaches a junior team

**Coaching, Seniors** – coaches a senior team

**Coaching Coordinator Juniors** – guides and mentors the junior coaches for all junior teams. Coordinates coach training and coaching courses. Organises the trials for team selection.

**Communications Manager** – manage the club’s social media accounts, including Facebook and Instagram, curating content and encouraging interaction from members. Communicates important club news, fixtures and decisions. Manage the club’s website (theroos.com.au)

**Equipment Manager** – responsible for all football related equipment, including playing kits, training kits, equipment and merchandise. Plans prior to the season, manages during the season and reviews post season, to ensure adequate resources are available for all teams to play and train.

**Football Director** – oversees all football activities at the club, to advise committee of football related issues that need to be discussed and managed. Works with coaches, team managers and coordinators to ensure that the club’s football direction is in line with the club’s goals and objectives.

**Good Sports Coordinator** – maintains the club’s status as a Good Sports Club and communicates with the relevant government departments

**Ground Allocations/Fixturing Coordinator** – works with the teams to ensure that pre season games and training times are coordinated. Coordinates fixturing times for teams and handles changes to fixtures with the Secretary.

**Grounds/Maintenance Manager** – determines priorities for ground marking and club maintenance tasks. Coordinates with helpers to achieve required works.

**Matchday Coordinator Juniors** – acts as point of contact for all junior home games on game day, organising ground marshals and assisting home and away teams with directions. Also assists referees with any needs they have.

**Matchday Coordinator State League** - acts as point of contact for all state league games on game day, organising ground marshals and assisting home and away teams and supporters with direction. Also assists referees with any needs they have.

**Matchday Coordinator Sunday Seniors** - acts as point of contact for all Sunday league home games on game day, organising ground marshals and assisting home and away teams with directions. Also assists referees with any needs they have.

**Registrar, Juniors** – in conjunction with the Registrar Seniors, manage and administer the club’s membership in an effective and efficient manner. This involves utilising the online system that is specified by Football West, curently PlayFootball.

**Registrar, Seniors** - in conjunction with the Registrar Juniors, manage and administer the club’s membership in an effective and efficient manner. This involves utilising the online system that is specified by Football West, curently PlayFootball.

**Social Events/Function Coordinator** – plan, organise and coordinate events and functions at the club. Establish sub committees of helpers for each event, plan, promote and coordinate the functions.

**Sponsorship Manager** – oversee the identification, engagement and nurturing of suitable sponsors for the club. Help others to understand the club’s needs and guidelines around sponsorship.

**Team Liason, Team Meeting Coordinator** – be the point of contact between all teams in the club and the committee. Organise regular team delegate meetings to allow open communication between the committee and the teams.

**Team Manager (all teams)** – all teams, including miniRoos, Juniors and Seniors require a Team Manager, to assist the coach and ensure all team admin is completed as required.

**Volunteer Coordinator** – identifies people willing to help with volunteer duties and coordinates the allocation of these resources where required.

**Club Tasks** – (short term or weekly duties/help needed)

**Canteen helper** – assists in the canteen, with the preparation of food and POS. Can be on a short term basis or a number of shifts as available.

**Cleaning helper** – weekly cleaning of the club, or ad hoc cleaning as needed.

**Club Referees** (when Football West referee is not available) – Football West will allocate referees when they are available, however, when there is not an official referee available it is the resonsibility of the home club to provide a referee.

**Club Linesperson** (for most junior and senior games) – apart from State League games, all junior games (13’s upwards) and senior league games require a linesperson to be nominated from the team playing. The linesperson is required to support the referee and games can’t proceed without one.

**Ground Marshal** – Football West regulations specify that there must be a ground marshal (clearly identified) nominated for all home games at the club. Ground Marshals assist the MatchDay Coordinators and are responsible for assisting teams and referees, while ensuring ground and match regulations are adhered to.

**Grounds/Maintenance Helper** – assist the Grounds/Maintenance Manager with tasks that are needed.

**Raffle Ticket Coordinator** – coordinates the promotion, distribution and collection of the Football West Community Football Raffle, on an annual basis.

**Trophy Coordinator** – organise the budgeting, ordering and coordination of tropies for all teams. Work with Team Managers to identify trophy winners and ensure trophies are ready for relevant trophy presentation events.