**Committee Positions\***

**Executive**

* **President** 
  + Act as an Ambassador, advocate and promoter of the Club.
  + Ensure that the Club operates in a financially responsible and accountable manner.
  + Ensure that the Club acts legally, morally and ethically in all its dealings.
  + Oversee the running of the club and be the direct point of contact.
  + Provide advice and guidance for Committee Members and is responsible for assisting the committee in their duties of improving the Club and its facilities.
  + Responsible for running and co-ordinating Committee meetings and ensuring that the Club Constitution and Rules are adhered to within those meetings.
  + Liaise with governing bodies, associates and others in order to enhance the running and development of the club and advise and deal with club matters as and when required.
* **Vice President** 
  + The Vice President will act as an Ambassador for the Club.
  + Act for the President in all official capacities in the absence of the President.
  + Support the President and Secretary in particular with the discharge of their official duties.
* **Secretary** 
  + Ensure that Committee meetings of the Club are regularly called properly notified to all entitled to attend and are legal.
  + Prepare and distribute the agenda for all meetings of the Club Committee.
  + Prepare true and accurate records of all meetings of the Club Committee and promptly distribute them.
  + Prepare and distribute official committee correspondence.
  + Ensure that the Club mailbox – both mailbox and email are regularly monitored, cleared and that correspondence is promptly brought to the attention of the relevant executive member.
  + Give notice of and convene the Club Annual General Meeting.
* **Treasurer** 
  + Is responsible for discharging the stewardship function over all Club funds.
  + Setting and maintaining the accounts of the Club to track financial activities.
  + Reporting monthly to the Committee on Club financial performance.
  + Preparing the Club budget annually and for establishing and monitoring internal control mechanisms and procedures.
  + Assisting with the setting of annual registration fees based on projected costs Acting as the principal point of contact between the Club and its Banker and managing the Banking relationship.
  + Acting as one of the Club signatories to all Club accounts.
  + Acting as the principal “payer” of accounts rendered to the Club for services and goods that it buys or consumes.

**General Committee**

* **Registrar** 
  + Responsible for ensuring that the Club player records comply with League rules.
  + Administer & maintain the database of club members (sporting pulse system) including confirmation of new members.
  + Maintain the Club player data base in an up to date and accurate condition at all times.
  + Ensure that all players complete the appropriate registration form at the commencement of each playing season.
  + 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 playing year.
  + Track the achievement of individual player milestones to allow the Club to honour those achievements including liaison with the Communication – Website Co‐ordinator regularly to ensure player milestones achieved are recognised on the club website.
* **Auskick Coordinator** 
  + Note - Automatically appointed from Ormond Auskick program – Auskick Coordinator.
  + Interface between Auskick program and OJFC.
* **Director of Coaching** 
  + Organise and recommend to committee for approval the appointment of coaches across all age groups.
  + Represent club at SMJFL designated football ops meetings
  + Organise preseason and season proper training allocations
  + Manage club nomination of players for SMJFL Interleague and representative selection pathways (TAC, Sandy Dragons, etc)
  + Proactively develop and set in place training programs for coaches and players that enables transition through the club age groups.
  + Develop and encourage an Ormond brand of football across all age groups.
* **Girls Football Coordinator** 
  + Be the first point of contact for new girls and families into the club by directing them to relevant age group coach and team manager.
  + Assist promotion of the growth of girls’ participation into OJFC via promotion via social media, marketing into local schools and community groups.
  + Assist coaching coordinator to organise pre-season setup of teams – U10, U12, U14 and U16 girl’s teams.
  + Be the OJFC representative on the SMJFL working group (SMJFL meeting pre –season and end of season) and liaise with other SMJFL club girls coordinators if required to grow girls football.
  + Work with Social Events Coordinator to develop girl’s specific social functions, for example - AFL woman’s league player visits, school clinics, exhibition games.
* **Government & Council Liaison** 
  + Manage and submit required paperwork for ground usage for training and match day.
  + Represent OJFC at Glen Eira council, EE Gunn Reserve and other community forums.
  + Engage with local councillors and State Government to promote, raise and resolve issues relating to the OJFC
  + Represent and present club requirements into the EE Gunn Reserve master plan and redevelopment of the EE Gunn precinct.
* **Team Manager Coordinator** 
  + Single point of contact for team managers.
    - In conjunction with Secretary ensure cascade of all relevant SMJFL correspondence, rules and updates.
    - Provide training and ongoing advice and support to new team managers including match day processes, sporting pulse match inputs, etc.
* **EE Gunn Ground Operations Manager** 
  + Manage match day organisation of games at EE Gunn.
    - Working with scheduled home match Team Managers to ensure,
      * The opening and closing of EE Gunn clubrooms on match day.
      * Organise roster for setup and pack up of marque and equipment for Oval 2.
      * Clubrooms are cleaned after the final match.
      * Ground inspection reports are completed.
    - Developing and distributing a roster for a designated committee member to be onsite at EE Gunn at all times during matches.
      * Committee member to manage match day enquiries and issues relating to the ground, facilities, umpires, opposition team, spectators, etc.
* **Property Steward** 
  + Maintain and distribute coaching kits.
  + Maintain and distribute team manager kits.
  + Maintain and distribute player jumpers.
* **Merchandise** 
  + Organise sale of player uniforms – shorts and socks both during pre-season and during the season.
  + Liaise with website and comms coordinator to manage the digital store to maximise sales of merchandise.
  + Identify merchandise opportunities – caps, hoodies, others and present to committee opportunities to increase the clubs merchandise income.
* **Social Events & Functions Coordinator** 
  + Organise the clubs monthly social and yearly events.
  + Organise Super Sunday – catering, logistics, awards, prizes
  + Generate new ideas for social events and develop new social activities for players and families.
  + Scheduling end of season team B&F presentation nights.
  + Organising end of year U17 valedictory dinner.
  + Develop and maintain a calendar of pavilion room bookings that is aligned with the senior club activities.
* **Sponsorship and Fundraising** 
  + Approach and engage existing club sponsors to continue sponsorship in 2019.
  + Identify and approach local business, community members for new sponsorship.
  + Organise and run the clubs yearly major raffle ‘Toyota Good for Football’ major.
  + Identify and promote other fund raising opportunities for the club.
  + Identify and apply for council and gov’t funding opportunities for players and club facilities
* **Website & communications** 
  + Maintain and update the clubs webpage.
  + Promote and recognise club and player achievements and events via social media, Facebook, Twitter, Instagram
  + Assist with identifying and setting up improved club communication email system.
  + Develop and setup a digital store for merchandise sales for 2018 season.
* **Medical Officer** 
  + Appoint Trainers for all teams in accordance with SMJFL and AFL medical officer requirements.
  + Identify & organise required training courses for team trainers.
  + Advise and procure appropriate medical equipment for all team medical kits prior to the season commencing and maintain supplies during the year.
  + Document and monitor player injuries throughout the season.
  + Appoint and manage the club appointed level 1 sports trainers for Ormond home matches.
* **Property Steward** 
  + Maintain and distribute coaching kits.
  + Maintain and distribute team manager kits.
  + Maintain and distribute player jumpers.
* **Incident Liaison Officer** 
  + Investigate any match day incidents involving player reports, spectator and official behaviour in accordance with SMJFL disciplinary procedures.
  + Resolve any match day incidents by liaising with other SMJFL club officers
  + Liaise with the SMJFL on resolving match day reports, prescribed penalties involving OJFC players and officials.
  + Represent OJFC players and representatives at SMJFL tribunal hearings.
* **Child Safety Officer**
  + Be first point of contact for any grievances or incident reports regarding child safety or suspected or known child abuse.
  + Ensure club is compliant with new legislation regarding seven standards of child safety
  + Ensure they and the other members of authority at the club are properly equipped to handle any reports of child abuse to any degree
  + Ensure coaches, parents, players and others are aware of the new legislation and understand its implications on how they behave
  + Continually seek new ways and initiatives to support a club culture in which the safety and development of children is paramount
    - Requirements:
      * Must have a valid Working With Children Check
      * Must register as CSO on SportsTG
      * Must undertake training on child safety issues, as directed by the SMJFL
      * Must be a trustworthy member of the organisation capable of interacting appropriately with children, parents and club officials.

\*Note

The position descriptions provide a general over view of the role and tasks to be undertaken by committee members. Refer to The Rules and Policies Ormond Junior Football for full details of the club operation.

Non Committee