



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.