



## TE ATATU AFC 2021 COMMITTEE ROLES & RESPONSIBILITIES

TITLE	MAIN DUTIES
President	<ul style="list-style-type: none"> <li>● Defines and documents club culture and behaviours and continually communicates them to members, players, coaches, supporters, and volunteers.</li> <li>● Ensures the club has clearly defined goals and objectives and documented strategies.</li> <li>● Ensures the committee receive regular and accurate financial reporting.</li> <li>● Ensure compliance and legislative obligations are met.</li> <li>● Ensure all complaints and disputes are immediately investigated and responded to according to club policy and procedures.</li> <li>● Oversees Club Development</li> </ul>
Chairman	<ul style="list-style-type: none"> <li>● Manage committee and annual general meetings.</li> <li>● Direct general affairs of the club</li> <li>● Lead committee to ensure decisions are made to benefit the club.</li> <li>● Manage disciplinary matters</li> <li>● Ensure smooth running of the club.</li> <li>● Represent the club both internally and externally</li> <li>● Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the club members.</li> <li>● Looks after operational functions of the club.</li> <li>● Works with the president and committee to ensure sufficient coaching staff are in place.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>● Manage club finances and budgets.</li> <li>● Keep detailed records of all accounts and keeping up to date records of all financial transactions.</li> <li>● Preparing and arranging end of year statements of accounts to be audited.</li> <li>● Ensuring any delegated work for managing accounts is completed (communicating with bank, accountants)</li> <li>● Reporting regularly to the committee on the club's financials.</li> <li>● Paying bills within required timeframes whilst recording information and ensuring that funds are spent appropriately</li> <li>● Assisting with financials for grant applications.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>● Principal Administrator for the club</li> <li>● Regularly reviews email account and responds to emails</li> <li>● Carry out or delegate all the administrative duties, enabling the club to run smoothly.</li> <li>● Prepare, minute, and distribute minutes for club meetings.</li> <li>● Maintain documents – constitution, lease and licences</li> <li>● Manage registration documents</li> <li>● Act as public officer of the club, liaising with members of public and agencies.</li> </ul>
Junior Delegate	<ul style="list-style-type: none"> <li>● Represent Junior Club Interests on the committee</li> <li>● Co-ordinate Volunteers to assist with smooth running of Junior teams.</li> <li>● Work alongside the secretary and treasurer to process junior registrations and fee taking.</li> <li>● Manages junior sub-committee to ensure smooth operation of junior games, training and functions.</li> </ul>
Men's Delegate	<ul style="list-style-type: none"> <li>● Represent Men's interests on the committee</li> <li>● Point of contact for all senior men's players to communicate back to the committee</li> <li>● Assist with day to day running of senior men's teams.</li> </ul>
Women's Delegate	<ul style="list-style-type: none"> <li>● Represent Women's interests on the committee</li> <li>● Point of contact for all senior women's players to communicate back to the committee</li> </ul>

	<ul style="list-style-type: none"> <li>● Assist with day to day running of senior women's teams.</li> </ul>
Media Manager	<ul style="list-style-type: none"> <li>● Manages all external communications for the club via available channels. ( Facebook, Instagram, Website)</li> <li>● Promotes the club via social media</li> <li>● Manages club newsletter</li> </ul>
Bar Manager	<ul style="list-style-type: none"> <li>● Manages bar stock</li> <li>● Manages bar rostering</li> <li>● Completes regular stock takes</li> <li>● Bar takings and receipting to treasurer</li> <li>● Ensure kitchen &amp; food availability in line with bar opening.</li> </ul>
Facilities Manager	<ul style="list-style-type: none"> <li>● Manages cleaning of clubrooms</li> <li>● Manages repair and maintenance needs of clubrooms</li> <li>● Suggests improvements of facilities to the committee</li> </ul>
Equipment Manager	<ul style="list-style-type: none"> <li>● Manages training and game day equipment allocations</li> <li>● Maintains an up-to-date list of team equipment and expenditure</li> <li>● Follow up equipment not returned as required</li> <li>● Identify new equipment needs for the upcoming season, obtain quotes and seek approval from the committee to purchase the equipment.</li> </ul>