

## **Summary of Committee Positions**

The below provides a brief description of all Committee positions

President:	Chair all meetings/speak on behalf of the club at functions
Vice Presidents:	Back up president, delegate to SSJSFA
Secretary:	Attend to all general business necessary from decisions of members/committee.
Assistant Secretary:	Keep club meeting minutes/distribute copies at meetings.
Treasurer:	Receive all money for club/bank/keep books/pay all creditors.
Registrar:	Record registrations for all players/liaise with Grading Officer.
Ground Supervisor:	Ensuring field marking is done correctly, general maintenance of fields and surrounds.
Social Secretary:	Organize social events throughout the season.
Competition Secretary:	Prepare weekly competition draw/team roster/home match cards. Advise teams of any amendments.
Website Manager:	Manage and update website and Facebook.
Property Officer:	Organize ordering of club clothing/uniforms and equipment. Keep track of all club issued equipment.
Chief Coach:	Endeavour to raise standard of soccer, liaise with coaches/grading chairman.
Grading Chairman:	Oversee grading of all teams with assistance of grading committee.
Social Game Coordinator:	Organize pre season social games.
Child Protection Officer:	Ensure club child protection policy is correctly publicized/enforced.
Canteen Supervisor:	Ordering for canteen. Oversee canteen operation with helpers.
Public Relations Officer:	Seek to obtain sponsors, sell advertising for Website and Facebook.
527 Committee Representative:	Represent club at Council meetings regarding complex.
Women's Football Coordinator:	Oversee any correspondence regarding promotion of women's football.
Bar Supervisor:	Coordinate organisation of Bar, includes ordering stock.
Mini Roos Coordinator:	Allocate Mini Roo Referees to games.
General Committee:	Assist where possible other committee members, assist with Registrations, grading, kits and working bees. Also help with duty roster on weekends.