

Summary of Committee Positions

The below provides a brief description of all Committee positions

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| 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. |