

Gwawley Bay Soccer Club Incorporated

ABN: 35 317 974 554

Address: 18-26 Canberra Road
Sylvania NSW 2224

Postal Address:

PO Box 126
Sylvania Southgate NSW 2224



ROLE OF PRESIDENT

Responsible for:

- Ensure the smooth running of the club and adherence to the clubs rules and principles.
- Work to ensure all key positions are filled appropriately.
- Take primary responsibility in implementing the strategies and policies set by the executive.
- Chair and administer monthly meetings as well as the Annual General Meeting (AGM) and any other special General Meetings.
- The overall coordination of all committee and sub-committee activities. The President has the ultimate responsibility for ensuring that all committee members and sub-committee carry out their assigned duties and responsibilities within the limitations of a volunteer structure.
- Lead the Committee in making decisions for the benefit of the whole club including disciplinary matters.
- Liaise with relevant stakeholders including local Council, SSFA, and other official bodies.
- Be the regular point of contact for the Club, media and members on strategic and operational issues.
- Being responsible for the good order and discipline of the club.
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.

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ROLE OF VICE PRESIDENT

Responsible for:

- Fill-in for the President in attending Association meetings & Judiciary meetings as the Club's representative where required.
- Liaising with Age Group Managers and Coaches/Managers in resolution of soccer related issues or disputes not able to be resolved at a lower level.
- Assumption of all duties and activities for the Club normally handled by the President, on those occasions when the President is unavailable.
- When required, chair committee meetings and represent the club at functions and meetings.
- Assist the President in the management and operation of the club.
- Representing the Club (with other applicable Committee members) at nominated SSFA, local Council and any other meetings deemed necessary to have attendance at.
- Ensure clubs procedures and documents are in order.
- Ensure action items and resolutions are carried out.

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ROLE OF SECRETARY

Responsible for:

- Focal point for all mail/correspondence – in and out.
- Receive all correspondence directed to the club daily, inform President, react, follow up and distribute to appropriate members.
- Co-ordination of correspondence sent to external parties.
- Maintenance of Club email and contact lists.
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately.
- Monitor all notifications from the association regarding the draw, amendments etc and is responsible to ensure the relevant people within the club receive the details of these notices.
- Review and circulate minutes and reports and pursue the status of issues identified from meetings.
- Representing the Club (with other applicable Committee members) at nominated SSFA, local Council and any other meetings deemed necessary to have attendance at.
- Ensuring the club complies with all legal obligations.
- Maintain an accurate copy of the Rules and By-Laws of the club.

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ROLE OF TREASURER

Responsible for:

- Maintenance of the Clubs books and the preparation of monthly and annual financial reports.
- Review and implementation of, and compliance with Club's Cash Management Policy.
- Management of relevant Club Insurances.
- The maintenance of financial records and bank accounts to ensure they are up-to-date. Bank reconciliations must be maintained each month to ensure accuracy and control.
- Banking of all revenue within seven (7) days of receiving it in the Club's Operating Bank Account.
- Processing and verification of invoices and accounts presented by the club's suppliers, wherever possible documentation supporting all transactions should be obtained for verification purposes.
- Prepare a Profit and Loss Statement and Balance Sheet for each Executive Committee meeting showing all payment and receipt transactions since the previous meeting and a year to date position.
- Preparation of annual accounts, prior to the Annual General Meeting. Headings for income and expenditure are historical which enables a comparison with prior years.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Ensuring that all playing and non playing members of the Committee are financial paid up members of the club. A list of outstanding fees for both junior and senior players to be presented at each Committee Meetings following any cut-off dates for payment of fees set by the Committee have expired.
- Liaise with senior players and junior parents in relation to payment plans for those players wishing to pay off fees throughout the season.
- Liaise with the Referees Coordinator in regards to club appointed referees and ensuring they are paid on a regular basis in the way they request.
- Establish guidance for suitable expense claims and approve expense reimbursements to Club members.
- Organise cash float for the canteen each week, with the Canteen Coordinator, and receive any takings from weekend home games.
- Provide to the Committee proposed registration fees per age group, playing discounts per families, committee discounts and coaching discounts to be charged each season for review, discussion and approval. The Committee may require a full budget to be presented as well.
- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.

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ROLE OF REGISTRAR

Responsible for:

- Oversee the registration of all players with Gwawley Bay.
- Maintain the Association data base of all our registered players.
- Developing and preparing team lists.
- Keeping an updated Club registration data base.
- Liaise with the Treasurer to reconcile the payments received with the number of players registered.
- Advertise / communicate with other clubs and through other means to attract players into teams that are short of players.
- Coordinate with the Marketing & Communications Coordinator in developing and maintain strategies for the ongoing expansion of the membership base of the club.
- Respond to any issues regarding grading of players. These inquiries are to then be referred to the Executive Committee.
- Prior to the commencement of the season, late registration dates will be set noting for senior players the dates on which late registrations will be accepted in person and following which late registration fees will apply. The Registrar and any nominated Assistant Registrars will be rostered to these dates. These dates are to be advertised on the Club website.
- Coordinate with the Marketing & Communications Coordinator to ensure appropriate advertising and promotion of our registration days in order to attract players.
- Regular communication, on a weekly basis, to the Executive Committee on the status of Registrations up to 31st May.

Contact details for the Club Registrar to be clearly displayed on the Club website.