

General Committee Roles

Grant Co-ordinator

The Grant co-ordinator will be responsible for researching, identifying and completing grant applications that align with Gwawley Bays ideals and goals. The sources may include government, corporate, philanthropic and community bodies and foundations.

The Grants coordinator will work closely with the executive committee when completing applications to reflect the needs of the club in funding applications and submissions.

The Grants coordinator will-

- Prepare and manage the grant application process
- They will also prepare and manage all reporting, acquittal and regulatory expectations.
- Monitor the progress and outcomes from funding opportunities and provide regular reports to the executive committee.
- Coordinate, communicate and collaborate with relevant committee members to gather information and data required for grant applications.
- Manage grant related documentation.
- Ensure compliance with grant guidelines, requirements and deadlines.
- Require excellent organisational skills, attention to detail.
- Require strong written communication skills.

Grounds Keeper

The Grounds keeper role consists of Line marking the field, field maintenance and repairs. Graham Arnold Oval consists of three fields. Two mini roo fields and the main field. All three will be professionally line marked at the beginning of the season, with the ground keeper to be responsible for maintaining the lines throughout the season.

The grounds keeper will-

- Be responsible for maintaining the lines on all three fields. Two mini roo fields and the main field.
- Be responsible for repairs on the field as they arise throughout the season.

Referee Coordinator

The referee Coordinator's role at Gwawley Bay is to create a schedule for our mini roo referees to cover our mini roo games on a Saturday.

- These games are from U6-U11, non competition sides.
- We will provide a list of volunteers that you will need to confirm availabilities with, because they will most likely have their own game to play on that day.
- It will also entail communicating relevant referee training options available to the volunteers.

Social Event/ Fundraising Coordinator

The Social Event and Fundraising Coordinators role is responsible for organising various fundraising events during the season. Such as the Juniors Disco, Trivia night and Cake stalls etc.

- It will require you to liaise with venues for hire, order catering, source prizes, advertise the events and organise volunteers to help out.
- We are also required to attend meat raffles at Miranda RSL for a few weeks throughout the season, so a roster will need to be established and published to the relevant teams.

Canteen Manager

The Role of the canteen manager is to ensure that the canteen is stocked and ready for use on game days.

You will need to-

- Order the meat from the butcher
- Order the bread from the bakery
- Order the lollies and lolly bags through our supplier
- Source items when they are at a good price, from the supermarket etc.
- Ensure gas bottles are full
- Make sure volunteers are trained to use POS system, and appliances eg coffee machine, pie warmer, hot water system etc.
- Shop for fresh milk, eggs and onions each week.
- Organise "Purple Bin" collection

Uniform Manager

The Uniform manager is responsible for facilitating times for people to be able to purchase uniforms.

The role will require you to.

- Arrange times for the uniform shop to be open for people to purchase uniforms
- Undertake regular audits of stock to ensure an adequate supply of uniforms
- Ensure we have sufficient iron on numbers for Jerseys
- Display available merchandise items, hoodies/beanies/caps/bags etc
- Keep the uniform room clean and tidy.

MPIO

The role of an MPIO (Member Protection Information Officer) is very important. You are the first point of contact within the club for anyone with an enquiry, complaint or concern about harassment, abuse or any other inappropriate behaviour. You are required to listen to their concerns or worries and then advise and refer them to the relevant next step to find a resolution.

MPIO's DO NOT investigate the complaints made. They are impartial and there to help guide people in the right direction. Any information provided to the MPIO is confidential.

Marketing and Communications

The Marketing and Communication role at Gwawley Bay involves the management of our social media accounts and distributing information to the relevant parties via the appropriate channels.

You will be responsible for-

- Updating our Social media accounts, Facebook and Instagram and also our Whatsapp chats with relevant information
- Updating and advertising upcoming events on our social media and WhatsApp chats
- Updating Social media with game day reports as reported
- Be involved and oversee the creation of promotional materials
- Regularly adding content to the website (including ground open or closed status)
- Maintaining the look of the website

Technical director/ Coach

As the technical director you will be providing direction to the coaches and players at Gwawley Bay FC.

You will be-

instrumental in the development of furthering coaching skills and programs. Design Player and Coaching programs to be issued to Club members

Support Gwawley Bay Players and Coaches in furthering their future in football Provide and express Coaching standards and expectations

Implement football development plans for all age groups

In conjunction with coaches, oversee elections of teams

Offer a pre-season coaching workshop to engage coaches and outline responsibilities and club requirements

Sponsorships Coordinator

The sponsorship Coordinator role will entail sourcing and securing sponsorship for Gwawley Bay FC.

You will be required to-

- Comprise a list of potential sponsors
- Negotiate and manage sponsorship agreements
- Coordinate promotions of the sponsor

Ground Control Manager

The Ground control manager will be responsible for the Ground duty roster for each game day Played at Gwawley Bay.

Your responsibilities include-

- Comprising a list of all teams rostered on for duty and at what time, each game day, that is to be displayed at the front of the canteen
- Liaising with shared services to ensure the ground duty roster is correct.
- Ensure that all teams are rostered on equally throughout the season.
- Communicate the responsibilities entailed when rostered on for ground duty.

Assistant Registrar

The Assistant Registrar's role is simply to assist the Registrar through the registration period. The Registrar position is busiest from around January to March and the registration cut off is in May. In previous years we have had the senior registrar be responsible for the senior players, and the Assistant Registrar for the Junior Players. However that is open for the Registrars to discuss and decide.