



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

President

OBJECTIVE:

To ensure the club promotes the participation and achievement of its teams. Ensure the club is run efficiently administratively, financially and socially to support all on-field activities.

The President helps the committee prioritise its goals and keeps the committee on track by working within the club's framework. At an operational level, the major function of the President is to facilitate effective committee meetings.

RESPONSIBILITIES:

- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Attend SSFA and Council meetings/forums where relevant.
- Manage/Chair monthly committee meetings and the clubs AGM.
- Discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members in plenty of time.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the portfolio to the membership of the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Review Constitution, By-Laws and Rules of Competition.
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for club activities.
- Be available to handle any disputes.
- Liaise with relevant stakeholders including local Council.
- Attend presentation nights for all age groups.
- To lead and direct the club's management encompassing all facets of operations, competition, player development, registration, communications and administration.
- To oversee, lead and guide the club, its management committee and sub committees, to meet the club's charter as laid out in the club's constitution.
- Arrange annual timetable for meetings and events.



Miranda Magpies Football Club Inc

Roles and Responsibilities

RELATIONSHIPS:

- The President reports to the club's members and General Committee of the club.
- A close relationship is required with all SSFA departments.
- Supports all managers, committee members, coaches, players and staff.

ACCOUNTABILITY:

- The President is accountable to the members and General Committee of the club. The estimated time commitment required as the President is 3-4 hours per week.

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

Senior Vice President

OBJECTIVE:

To ensure the club promotes the participation and achievement of its teams. Ensure the club is run efficiently administratively, financially and socially to support all on-field activities.

The Senior Vice President assists the President in helping the committee prioritise its goals and keeps the committee on track by working within the club's framework.

RESPONSIBILITIES:

- To assist the President to ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Attend SSFA and Council meetings/forums where relevant.
- Manage/Chair monthly committee meetings if the President is absent.
- Ensure that all sub-committees are accountable and responsible.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Assist in adopting a risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for club activities.
- Be available to handle any disputes.
- Liaise with relevant stakeholders including local Council.
- Attend presentations for all age groups.
- To assist in directing the club's management encompassing all facets of operations, competition, player development, registration, communications and administration.
- To assist in guiding the club, its management committee and sub committees, to meet the club's charter as laid out in the club's constitution.
- Compose Training Field allocations and timetable.
- To act as coaching and development Manager overseeing all coaching programs
- To liaise with and support all members of the committee.



Miranda Magpies Football Club Inc

Roles and Responsibilities

RELATIONSHIPS:

- The Senior Vice President reports to the President and General Committee of the club.
- A close relationship is required with all Executive and Management Team members.
- Supports all managers, committee members, coaches, players and staff.

ACCOUNTABILITY:

- The Senior Vice President is accountable to the members and General Committee of the club.

The estimated time commitment required as the Senior Vice President is 2-3 hours per week.

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

Junior Vice President

OBJECTIVE:

To ensure the club promotes the participation and achievement of its teams. Ensure the club is run efficiently administratively, financially and socially to support all on-field activities.

The Senior Vice President assists the President in helping the committee prioritise its goals and keeps the committee on track by working within the club's framework.

RESPONSIBILITIES:

- To assist the President to ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Attend SSFA and Council meetings/forums where relevant.
- Manage/Chair monthly committee meetings if the President and Senior VP are absent.
- Ensure that all sub-committees are accountable and responsible.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Assist in adopting a risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for club activities.
- Be available to handle any disputes.
- Liaise with relevant stakeholders including local Council.
- Attend presentations for all age groups.
- To assist in directing the club's management encompassing all facets of operations, competition, player development, registration, communications and administration.
- To assist in guiding the club, its management committee and sub committees, to meet the club's charter as laid out in the club's constitution.
- To liaise with and support all members of the committee.
- Liaise with equipment officer to ensure all equipment and facilities (including posts, flags, nets, line markers, keys, etc.) are maintained and in good order.
- Act as SSFA wet weather contact



Miranda Magpies Football Club Inc

Roles and Responsibilities

RELATIONSHIPS:

- The Junior Vice President reports to the President and General Committee of the club.
- A close relationship is required with all Executive and Management Team members.
- Supports all managers, committee members, coaches, players and staff.

ACCOUNTABILITY:

- The Junior Vice President is accountable to the members and General Committee of the club.

The estimated time commitment required as the Junior Vice President is 2-3 hours per week.

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

Secretary

OBJECTIVE:

The club secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders.

RESPONSIBILITIES:

- Responsible for all communications both internal and external.
- Establish a meeting schedule for General and Executive Committees for the current year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate reports from office bearers.
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately.
- Prepare a comprehensive report of all activities of the club for presentation to members at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, SSFA and any other body that has governance. Give advice to the President and committee as required.
- Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the club are current.
- Act as the Public Officer of the club (Consumer Affairs NSW – Incorporated Association).
- Complete annual statements as required by the Incorporations Act.
- Maintain sponsorship records.
- Notice to SSFA and relevant stakeholders regarding changes to committee members and key contacts.
- Distribute insurance claim forms, when requested
- Liaise with the website officer in relation to information to be put on the web site
- Liaise with SSFA association re: draw, amendments, infringements, judiciary committee rulings, etc.
- Revise and amend constitution and membership criteria from time to time



Miranda Magpies Football Club Inc

Roles and Responsibilities

RELATIONSHIPS:

- President, Executive committee and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- Will be in regular contact with SSFA, Council and other external stakeholders.

ACCOUNTABILITY:

- The Secretary is accountable to the President and General Committee.

The estimated time commitment required as the Secretary is 2-3 hours per week during the season. This may be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.

DESIRABLE SKILLS:

- Minute taking skills.
- Typing/computer skills.
- Negotiating skills.
- Empathy with varying groups of people.



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

Assistant Secretary

OBJECTIVE:

The club secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders.

RESPONSIBILITIES:

- Provide secretarial support to the secretary, including preparing agendas of business for management, general meetings and AGM in consultation with the President.
- Collect and collate reports from office bearers.
- Distribute minutes of all committee and General Meetings of the club in accordance with the club's Constitution and file appropriately.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, SSFA and any other body that has governance. Give advice to the secretary and committee as required.
- Distribute minutes of previous meetings.
- Follow up with communication, correspondence and activities, as requested by the secretary.
- Prepare weekly match sheets for all Saturday and Sunday home games
- Print match listings weekly and put on notice board by Friday afternoon.
- Maintain and update key register.

RELATIONSHIPS:

- President, Secretary, Competition Secretary and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff.



Miranda Magpies Football Club Inc

Roles and Responsibilities

ACCOUNTABILITY:

- The Assistant Secretary is accountable to the Secretary, President and General Committee.

The estimated time commitment required as the Secretary is 2-3 hours per week during the season. This may be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Enthusiasm and dedication.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Well organised.
- Dedicated club person.

DESIRABLE SKILLS:

- Minute taking skills.
- Typing/computer skills.
- Empathy with varying groups of people.



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

Competition Secretary

OBJECTIVE:

The competition secretary is primarily responsible for communications on all competition related matters including competition draw and its amendments, Gala Days, State Based competitions to the club's committee and team managers. They provide the coordinating link on all competition matters between member, the committee and various stakeholders including the SSFA.

RESPONSIBILITIES:

- To communicate with all team managers/coaches any changes to the competition draw including field and time changes prior to the weekend
- To liaise with the Game Day Operations team for any changes to home fixtures.
- To advise and communicate all rules and regulations to coaches & managers of teams competing in State based competitions such as State Cup and Champion of Champions.
- Assist all coaches/managers or team contacts in rescheduling games prior to the published draw.
- To coordinate all nominations for Mini Roo Gala days, including communications of these events and to assist coaches and managers on how to enter and fee reimbursements etc.
- To oversee that weekly match sheets for all Saturday and Sunday home games and Magpie match listings are placed in clubhouse prior to Friday evening.
- Advise and distribute minutes of rulings from SSFA JC & DP meetings to players that are named in the reports and their respective team managers and advise the appeal process.
- Be familiar with the roles of the Club, Competition rules, SSFA and any other body that has governance. Give advice to the secretary and committee as required.
- Follow up with communication, correspondence and activities, as requested by the secretary.

RELATIONSHIPS:

- President, Secretary, Assistant Secretary game day operations manager and General Committee.
- Liaises with all team managers, coaches, players and or their parents.



Miranda Magpies Football Club Inc

Roles and Responsibilities

ACCOUNTABILITY:

- The Competition Secretary is accountable to the President and General Committee.

The estimated time commitment required as the Competition Secretary is 2-3 hours per week during the season. This may be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Enthusiasm and dedication.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Well organised.
- Dedicated club person.

DESIRABLE SKILLS:

- Typing/computer skills.
- Empathy with varying groups of people.



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

Treasurer

OBJECTIVE:

To ensure that a financial management and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club at all times.

RESPONSIBILITIES:

- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure all staff and committee members do not exceed authority ceilings for financial expenditure without reference to the Executive Committee.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the General Committee on a monthly basis.
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Make details of all accounts available to the club committee and members as provided in the Corporate Affairs Act.
- Organise collection of funds from various events for banking.
- Oversee and seek reports of all other accounts held by sections of the club.
- Ensure all taxation commitments are met by the club.
- Ensure the club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several bank signatories –
- Monitor sponsorship funds.
- Attend monthly club committee meetings.
- Liaise with SSFA regarding financial payment system.
- Attending all registration days to collect moneys (or issue refunds).
- Responsible for submission of audited annual financial reports to the SSFA and Office of Fair Trading



Miranda Magpies Football Club Inc

Roles and Responsibilities

- Co-ordination through the management committee, the setting of club's fees, levies and charges

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.

ACCOUNTABILITY:

- The Treasurer is accountable to the President and General Committee.
- The Treasurer shall seek ratification from the General Committee of a club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approved.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

The estimated time commitment required as the Treasurer is up to 2 hours per week.

ESSENTIAL SKILLS:

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

DESIRABLE SKILLS:

- Financial accounting experience.
- Negotiating skills.
- Computer skills.



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

Assistant Treasurer

OBJECTIVE:

To assist the Treasurer ensure that a financial management and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club at all times.

RESPONSIBILITIES:

- To liaise with and assist the Treasurer
- Assist in general banking activities.
- Assist in banking all moneys on a regular basis
- Payment of all accounts when Treasurer is on LOA
- To stand in for Treasurer and report to the General Committee at the monthly meeting when treasurer is on LOA.
- Organise collection of funds from various events for banking.
- Organising of all floats
- Be one of several bank signatories –
- Monitor sponsorship funds.
- Attend monthly club committee meetings.
- Attending all registration days to collect moneys (or issue refunds).
- To assist in the safe keeping of the combination to the clubs safe and updating combination as required
- To ensure adequate funds are topped up on club debit card

RELATIONSHIPS:

- Reports to the President and Treasurer.
- Assists Treasurer to liaise with all members of the Club with financial responsibility.
- Assists Treasurer to liaise with external creditors and debtors.



Miranda Magpies Football Club Inc

Roles and Responsibilities

ACCOUNTABILITY:

- The Assistant Treasurer is accountable to the President and Treasurer.

The estimated time commitment required as the Assistant Treasurer is up to 1 hour per week.

ESSENTIAL SKILLS:

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to assist in banking all monies.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

DESIRABLE SKILLS:

- Financial accounting experience.
- Negotiating skills.
- Computer skills.



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

Coaching Coordinator

OBJECTIVE:

To ensure that there is a suitably qualified coach for each team at the club.

RESPONSIBILITIES:

- Appoint coaches to teams throughout the club.
- Deliver Community Coaching courses as required.
- Recruit players from the club to assist in coaching roles.
- Delivery of coaching clinics for players and coaches as required.
- To liaise with the SSFA Football Manager if required
- To report at meetings and advise details of clinics arranged
- To seek coaching resources and to distribute throughout the club
- To liaise with and assist the club's registrars, age controllers and all coaches
- To assist in coordinating grading sessions for relevant age groups if required.
- To liaise with head coaches of other clubs if required.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Work with SSFA Football Manager.
- Work with Small Sided Football Coaches and managers.
- Work with Age Coordinators to coordinate training sessions as required.

ACCOUNTABILITY:

- It is the responsibility to ensure each team has a coach in place who is qualified and suitable to coach that level team.
- Should report to the General Committee to ensure all members are aware of any upcoming coaching courses available etc.



Miranda Magpies Football Club Inc

Roles and Responsibilities

The estimated time commitment required as the Coaching Coordinator is up to 2-3 hours per week around peak periods such as the registration period and commencement of the season. Away from these times, it would decrease.

ESSENTIAL SKILLS:

- Accredited to deliver Community Football coaching courses.
- Passionate and dedicated to promoting the club to the wider community.
- Willing to work with other coaches to share knowledge and assist with any problems / questions.



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

Registrar

OBJECTIVE:

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with SSFA and Football NSW through the MyFootballClub database system.

RESPONSIBILITIES:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Develop proposal for membership fees and arrangements for the ensuing season for consideration by the General Committee.
- Provide the committee with recommendations for improvements to systems and membership practices for consideration prior to the commencement of the New Year.
- Provide membership packages to all members, including life members.
- Ensure life members receive their memberships prior to the commencement of the season.
- Provide all members' details to the Secretary to maintain the club database.
- Attend and coordinate registration days.
- Liaise with and assist age coordinators.
- Assist with late registration of players
- Collect from the SSFA association, player cards and registration material that are provided by SSFA.
- Attend grading sessions, where required
- Conduct strategic meetings and provide training for all registration personnel
- Understand SSFA MyFootballClub system and attend 'System Training' session at the beginning of the season or as required by SSFA or the club.
- Liaise with SSFA as required to keep accurate club contact details (President, Secretary, Treasurer) using the MyFootballClub system.
- Implement Privacy Act regarding all membership information.
- Assist the club to promote and implement the self-registration option via MyFootballClub.
- Check club email address on a daily basis for updated Registration information.
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Miranda Magpies Football Club Inc

Roles and Responsibilities

- Process registrations via MyFootballClub as required for members (players, volunteers, coaches etc).
- Maintain member details as required by MyFootballClub.

RELATIONSHIPS:

- The Registrar reports to the President, Secretary, Treasurer and General Committee.
- Liaises directly with SSFA staff
- Will have a close relationship with age coordinators, grading coordinator and MPIO.

ACCOUNTABILITY:

- The Registrar is accountable to the President.

The estimated time commitment required as the Registrar is up to 2 hours per week. This will be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Computer literate in the various Microsoft applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Financial skills/knowledge.
- Report writing skills for General Committee reports.
- Knowledge of the club membership packages and external requirements (SSFA & FNSW membership fees etc).



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

Age Coordinator

OBJECTIVE:

To manage and administer the club's membership charter and directive in an effective and efficient manner to the respective players, parents, coaches and managers of their age groups. This includes close liaison with the registrar, grading coordinator, and both secretary and competition secretary.

RESPONSIBILITIES:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club.
- Provide the committee with recommendations for improvements to systems and membership practices for consideration prior to the commencement of the New Year.
- Provide any changes of members' details to the registrar to maintain the club database.
- Attend and coordinate grading days.
- Liaise with club registrar and grading coordinator on your particular age group.
- Assist with late registration of players
- Collect from the SSFA association, player cards and registration material that are provided by SSFA.
- Coordinate the registration of players for your age teams with registrar, grading coordinator and player communications officer.
- Attend nominated grading days. You are required to facilitate grading session of your age group and assist grading coordinator and grading team. You are also required to assist other age coordinators on their grading sessions.
- Closely monitor the number of players registering in each age group. If sufficient players have registered in any age group, close off registrations and create a waiting list. If sufficient players register, another team would be created. Alternatively, additional players could be placed in the next older age group.
- To recruit coaches and managers and discuss the importance of the positions with all parents. New coaches will be requested to sit the coaching course which is funded by MMFC.
- Organise training days and times with coaches and managers.



Miranda Magpies Football Club Inc

Roles and Responsibilities

- Throughout the season you are the first point of contact for your coaches, managers & parents in your age group. Be available to answer questions or find answers for them
- Assist in registration days, photo days, presentation days and relevant Gala days
- Provide any assistance to Competition Secretary if required throughout the season
- Assist registrar in retrieving any information that is relevant towards player registrations
- Assist Child Protection Officer with Working with Children Checks for coaches and managers
- Ensure coach and managers are registered via MyFootballClub as required for members (players, volunteers, coaches etc).

RELATIONSHIPS:

- The Age Coordinator reports to the Registrar, Grading Coordinator, Secretary, Competition Secretary, Coaching Coordinator and General Committee.
- Will have a close relationship with coaches and managers and MPIO.

ACCOUNTABILITY:

- The Age Coordinator is accountable to the Registrar.

The estimated time commitment required as an Age Coordinator is up to 2 hours per week. This will be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Knowledge of the club membership numbers at any given time during the registration and team grading processes.



Miranda Magpies Football Club Inc

Roles and Responsibilities

THE REFEREES LIAISON OFFICER

1. To attend at all SSFA referee's meetings and discuss any aspects raised at committee meetings that requires attention.
2. To attend committee meetings and advise outcomes of matters raised at the referee's meetings, and all general information.
3. Advise the club of all home games without an appointed referee.
4. Establish a list of people who are prepared to referee home games, when necessary.
Contact the necessary referees and arrange for their assistance with games without appointed referees.



Miranda Magpies Football Club Inc

Roles and Responsibilities

THE MINI ROO COORDINATOR

1. Prior to the commencement of the competition, collect the names of the candidates who will be refereeing for the season.
2. Recruitment of all possible candidates.
3. Coordinate a training night and program to ensure every candidate is capable of refereeing and has the necessary understanding of the rules of the game along with strategies on coping with any with interference and or abuse.
4. Advise all candidates on how to deal with child abuse and the immediate assistance available to them, should they have a problem.
5. Make sure all Mini Roo referees are prepared with shirt, whistle, stop watch, pen and paper.
6. To attend to committee meetings to advise on outcomes and discuss requirements, assistance and any other aspects required for the smooth running of the Mini Roo referees for the season.
7. Set up a roster for the season.
8. Ensure payments for referees are carried out and invoice for the Treasurer is provided.
9. Inspect referee performances and provide further training if required, act as a mentor for all referees
10. Attend SSFA Mini Roo coordinator meetings as required.
11. Investigate all complaints or reports of coaches, managers or parents that may have breached their respective code of conduct. Advise executive and Child Protection Officer of the incident for possible further action.
12. Educate Mini Roo coaches and managers on their code of conduct and behaviour on the sideline.



Miranda Magpies Football Club Inc

Roles and Responsibilities

ROLES AND RESPONSIBILITIES OF THE UNIFORM / MERCHANDISE OFFICER

1. Liaise with uniform and merchandise suppliers.
2. Order uniforms and merchandise when required
3. Attend all registration days
4. Maintain stock of merchandise ensuring that it style is up to date.
5. Keep stock take records and sales records of both uniforms and merchandise.
6. Organise the numbering process of jerseys.
7. Coordinate all merchandise sales drives.



Miranda Magpies Football Club Inc

Roles and Responsibilities

ROLES AND RESPONSIBILITIES OF THE GRADING COORDINATOR

1. Oversee grading for all players, male and female, FROM U/6 through to and including U18's.
2. Liaise with the age coordinators, for assistance with numbers of players and placement in a team.
3. Liaise with the club's committee to plan a grading blueprint, including grading policy, grading procedures, also including grading day calendar.
4. Coordinate all grading sessions, where required.
5. Liaise with age coordinators, coaches and managers, players and parents on grading issues.
6. To oversee player assessment, from coaches and managers at the end of each season.

Attendance – Attend 50% monthly general committee meetings, attendance required January to May.

- Attend strategic meetings for registration, grading and coach's and managers meeting.



Miranda Magpies Football Club Inc

Roles and Responsibilities

ROLES AND RESPONSIBILITIES OF THE EVENTS MANAGER

1. Coordinate and help recruit members for social committee.
2. Organise social / fundraising events as necessary
3. Liaise with committee and report on progress of functions.
4. Coordinate the social committee for the staging of Junior and Senior Presentations.
5. Coordinate AGM after party including the organising of catering for the night.
6. Book appropriate venues for functions, as required.

Attendance – 50% of general meetings.



Miranda Magpies Football Club Inc

Roles and Responsibilities

To purchase and coordinate the equipment necessary and provide to teams at the start and during the season.

4. Allocate and manage the weekly canteen and ground control duty roster.
5. Hall booking coordination for wet weather training.
6. Coordinate team photo days.
7. Liaise and apply to OLGR for Liquor License.
8. Liaise with ground control and duty officer to ensure all equipment and facilities (including posts, flags, nets, line markers, keys, etc.) Are maintained and in good order.

Coordinate club sponsorship by maintaining existing relationships and explore further opportunities

Manage the allocation and return of the alternate strips.

3. To act as Game Day Operations Manager, and oversee all facets of game day operations. Be the "Go-To" person for Duty Officer, Canteen Manager and Set Up Crew.
4. Oversee and provide assistance to Mini Roo Coordinator and Referee Coordinator



Miranda Magpies Football Club Inc

Roles and Responsibilities

JOB TITLE:

General Committee Member

OBJECTIVE:

To provide support to the President, Secretary and other General Committee members to ensure the efficient operation of the club.

RESPONSIBILITIES:

- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President or General Committee.
- Attend monthly club committee meetings.
- Participate in discussion and decision making of the committee.
- Look after a specific portfolio. (Marketing, Sponsorship, Events etc.)

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaises with various external stakeholders depending on club portfolio.

ACCOUNTABILITY:

- General Committee members are accountable to the President and General Committee.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.
- Provide a report of their portfolio for each committee meeting.

ESSENTIAL SKILLS:

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.



Miranda Magpies Football Club Inc

Roles and Responsibilities

- Be discreet and able to maintain confidentiality on relevant matters.

The estimated time commitment require as a General Committee member is up to 1 hour per week.