

# Position Descriptions

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## President

This position description is a general template that your club can adapt to suit your own needs and circumstances.

### Role

The role of the president/chairperson is to ensure the club sets and meets its goals and objectives and completes all legal and compliance obligations. It is expected that the president oversees the club's operations in accordance with the club's rules and policies. The president acts as the chair for the club committee proceedings.

### Responsibilities

#### Leading the committee to operate the club and fulfill its obligations

- Participate in the development of the club culture and communicates them to members, players, coaches, supporters and volunteers.
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Ensures the club has clearly defined goals and objectives with documented strategies and implementation plans on how they will be achieved.
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash.
- Liaises with all relevant stakeholders and ensures those relationships are maintained and nurtured.
- Ensures compliance and legislative obligations are met.
- Ensures the health and safety of all club participants.
- Ensures all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- Ensures all club positions, roles and sub-committees have regularly reviewed position descriptions.
- Ensures all club activities are documented in operations manuals, policies and procedures.
- Ensures volunteers and coaches are trained and supported throughout the year to undertake their roles successfully.

## Committee meetings

- Chairs all committee and executive meetings including the club's annual general meeting.
- Sets the agenda for each committee and executive meeting, including the club's annual general meeting.
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections.

## Skill set

- Be an effective communicator.
- Be a supportive leader for all members.
- Dedicated to the club and its operations.
- Enthusiastic and well organised.
- Honest and trustworthy.
- Ability to understand legal and compliance obligations of running a sports club.

## Expectations

The treasurer is expected to:

- Undertake the role in good faith and honesty.
- Oversee the club's organisational activities.
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures and the duties of office bearers.
- Able to chair all committee and executive meetings.
- Have a good understanding of the sporting and competition requirements at local, regional, and higher levels.
- Hold or willing to apply for a current volunteers' "working with children" check.
- Be well informed of all club activities including those of sub-committees.
- Be aware of the future directions and plans of members.
- Be unbiased and impartial on all issues.
- Be open to change.
- Consider the long-term sustainability and viability of the club.
- Act in the best interest of the members always.

# Position Descriptions

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## Secretary

This position description is a general template that your club can adapt to suit your own needs and circumstances.

### Role

The club secretary acts as the “public officer” and is generally the club’s nominated representative for the purposes of complying with the Association Incorporation Act. The secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club’s information and knowledge (e.g. policies and procedures, position descriptions etc).

The Secretary is responsible for collecting all the key club information and handing over to the incoming committee and relevant volunteers.

### Responsibilities

#### Legislative responsibilities

- The key responsibilities of the Secretary are to understand the club rules, by laws, policies and procedures, legal and compliance obligations, and ensure the club is always run according to these core requirements.
- Notify the relevant government body of their appointment.
- Lodge reports and notices on behalf of the club as required by the relevant Association Incorporation Act.
- Maintain the club’s membership database.

### Meetings

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible.
- Prepare and circulate, at least four days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee.
- Record the meeting minutes of each committee and general meeting, circulating them within four days of the meeting to relevant people.
- Prepare and circulate according to the club rules, the notice convening the annual general meeting, ensuring all members are invited.
- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the club rules are met.
- Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are signed by the president confirming they are a true and correct reflection of the meeting.

### Player and team administration

- Enter teams in their relevant competitions.
- Book venues for training and match day competitions.
- Ensure all players are registered and cleared to play in their nominated teams.
- Co-ordinate all player and coach clearances and transfers.

### Communication

- Handle all general club correspondence, responding to any correspondence as required
- Oversee and co-ordinate the club's communication strategy, including its website, email newsletters and social media.
- Be the club's point of contact for key stakeholders including local associations and affiliated sports bodies, and local council (if also the nominated council liaison officer).

### Knowledge management

- Maintain a register of the latest version of all club documentation including but not limited to the club rules, policies and procedures, by laws, position descriptions, sub-committee terms of reference, coach and player development plans, strategic plans etc.
- Maintain supply of all marketing material relating to the club's activities (letterhead, logos, posters, brochures etc.)
- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the secretary with the updated version prior to the annual general meeting.
- Co-ordinate the induction training for the incoming committee, sub committees, coaches and volunteers.

### Skill Set

- Enthusiastic and well organised.
- Ability to accurately record minutes from club meetings.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Secretarial experience preferred.
- Computer skills.

### Expectations

The secretary is expected to:

- Act in the best interest of the members.
- Attend all committee meetings.
- Undertake the role in good faith and honesty.
- Hold or willing to apply for a current volunteers' "working with children" check.
- Declare any conflict of interests.
- Review and update the secretary position description.
- Handover and support the incoming secretary.

# Position Descriptions

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## Treasurer

This position description is a general template that your club can adapt to suit your own needs and circumstances.

### Role

The role of the treasurer is to support the committee to manage the financial affairs of the club. It is responsible for the protection of the club's cash and assets and the volunteers who manage the cash and assets. The treasurer manages all the financial transactions and reporting obligations for the club.

### Responsibilities

#### Empowering the committee to manage the financial affairs of the club

- Preparation of a club budget and cash flow projection at the start of the financial year for review and sign off by the committee.
- Record all financial transactions in the club's accounting system as well as maintaining a list of club assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and act in a timely manner.
- Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting).
- Provide a list of payments for the previous month to the committee each committee meeting.
- Provide a list of revenues outstanding and payments to be made to the committee each committee meeting.

#### Protect the club's assets, cash and the volunteers who manage them

- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them.
- Control the club bank account(s), ensuring only those authorised are bank account signatories.
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made).
- Ensure as much revenue as possible is collected using online payments.
- Ensure all approved expenditure is paid as when it falls due.
- Ensure all monies due to the club are collected.

### Financial reporting

- Where an audit or review is required, ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting.
- Produce the financial report to members to be presented at the Annual General Meeting.
- Comply with all legislative requirements regarding reports, submissions and grants.

### Skill Set

- Enthusiastic and well organised.
- Ability to keep concise financial records in the clubs accounting system.
- Ability to allocate regular time periods to maintain the financial records of the club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or bookkeeping experience preferred.
- Computer skills

### Expectations

The treasurer is expected to:

- Act in the best interest of the members.
- Attend all committee meetings.
- Undertake the role in good faith and honesty.
- Hold or willing to apply for a current volunteers' "working with children" check.
- Declare any conflict of interests.
- Review and update the treasurer position description.
- Handover and support the incoming treasurer.

# Position Descriptions

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## First Aid Officer

This position description is a general template that your club can adapt to suit your own needs and circumstances.

### Role

The first aid officer is responsible for the first aid services and equipment required at training, competitions, and other club activities. Their primary role is to ensure all teams plus all playing and training locations have adequate and fully stocked first aid kits and if available defibrillators.

### Responsibilities

#### Prior to the start of the season

- Review the number of teams and players as well as the number of training and competition locations (for which the club is responsible) to determine both the amount of first aid kits and medical equipment required for the upcoming season.
- Become familiar with the club's requirements regarding the provision of qualified first aid people in attendance at training and competition venues and work out the number of people the club will need qualified in first aid for the upcoming season.
- Recruit people willing to undertake the role of first aid officers throughout the year.
- Co-ordinate access to first aid training for those who require the training or refresher training.
- Undertake an audit of first aid equipment and first aid kits to determine if replenishments or repairs are required.
- Keep a register of the first aid kits and medical equipment, their contents, and who they have been provided to.

#### During the season

- Continually review the contents of the first aid kits, replenishing as required.
- Continually review club activities to ensure suitably qualified first aid officers are in attendance at club training and competitions.
- Ensure safety procedures are being adhered to throughout the year (e.g. ambulance access protocols etc).

#### Post season

- Collect all first aid kits and medical equipment and review for functionality and place any orders as required.
- Create a list of medical suppliers and what items are normally purchased from each, detailing any contractual terms or conditions.
- Provide an indication to the committee of the likely cost of replenishing and or replacing medical supplies and equipment for the following season.

## Skill Set

- Enthusiastic and well organised.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Diligent with the organisation and ordering of essential first aid equipment.
- Ability to maintain equipment and incident records.
- Ability to maintain confidentiality on relevant matters.
- Effectively communicate and have good interpersonal skills.

## Expectations

The first aid officer is expected to:

- Hold appropriate first aid qualifications.
- Hold or willing to apply for a current volunteers' "working with children" check.
- Update the register of first aid kits and medical equipment including where each item is stored and located.
- Update the list of medical suppliers, including contact details and any terms and conditions previously negotiated or agreed to.
- Have a strong understanding of club activities, especially those with the potential for people to be injured or require first aid.
- Be willing to provide updates for committee meetings on equipment requests and first aid incidences at games or training.
- Handover and support the incoming first aid officer.
- Provide the updated position description, the first aid register, and list of suppliers to the club secretary prior to the annual general meeting each year.



# Position Descriptions

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## Council Liaison Officer

This position description is a general template that your club can adapt to suit your own needs and circumstances.

### Role

The role of the council liaison officer is to establish and maintain a productive relationship with key council staff and councillors. The council liaison officer is often the president but can be the responsibility of another committee member.

Local councils are one of the most important partnerships for community sports club to maintain. Local Councils make available sports grounds and other sporting infrastructure for club use, provide club rooms and other amenities as well as working with clubs to make infrastructure improvements.

### Responsibilities

#### Prior to the start of the season

- Complete your seasonal hire application, attach your certificate of currency, and return your registered player form.
- Send an email to [booking.office@esc.nsw.gov.au](mailto:booking.office@esc.nsw.gov.au) with your new primary contact, position in the club, phone number and email address.
- Allocate keys and PIN codes to those in your club that need them.
- Complete your club's internal record keeping process for keys and codes. Sign them out.
- Update your details in the community directory on ESC's website. Read the terms and conditions, fill in the blanks and submit. Go to <https://services.esc.nsw.gov.au/community-directory/community-directory-entry/>
- Ensure the club has all required council permits, e.g. food handling.
- Attend Council forums and meetings as required.

#### During the season

- Be the primary point of contact between Council and the club.
- Ensure all messages and information received from Council are distributed to the appropriate people within the club.
- Communicate and co-ordinate the resolution of any facility maintenance issues with Council.
- Review grants made available by Council and co-ordinate applications of those relevant to the club.
- Liaise with Council in the planning and the delivery of major club events and activities.

### Post season

- Ensure all facilities are cleaned and vacated by the date stipulated by Council.
- Collect your keys from your club members once your season or hire period ends.
- Return keys to Council.

### Skill Set

- Outgoing and approachable.
- Ability to represent the club in council activities and public forums.
- Well-organised.
- Strong communicator.
- Comfortable with building rapport with key council employees.

### Expectations

The council liaison officer is expected to:

- Act in the best interest of the members.
- Attend committee meetings and provide updates from their liaison with Council.
- Revise and update the position description at the end of the year and provide to the club secretary prior to the annual general meeting.
- Handover and support the incoming council liaison officer.