

Roles and Responsibilities - Summary

Club Committee Roles

The Committee is to control and manage the affairs of the club and will meet at least monthly during the playing season.

President:

- Provide overall leadership and direction to the club
- See that the club Constitution is adhered to at all times
- Chair Committee meetings or appoint a substitute

Vice President

- Assist in providing leadership and direction to the club
- Chair Committee or other special meetings when required
- Be one of the Delegates at MWJRL Meetings

Secretary:

- It is the duty of the secretary to keep minutes of:
 - Appointments of office bearers and members of the Committee
 - All proceedings at Committee meetings and general meetings.
- Receive and answer correspondence and shall carry out all secretarial duties as required by the club

Treasurer:

- It is the duty of the treasurer of the club to ensure:
 - All money due to the club is collected and received and that all payments authorised by the club are made
 - Correct books and accounts are kept showing the financial affairs of the club
 - A financial statement is submitted to the Committee at least once a month
 - The financial statement is presented at the Annual General Meeting

Committee Members

- Participate in club Committee meetings
- Assist in club related activities as required or agreed

Other Club Roles

The following other roles are also vital to successfully running and managing the overall activities of the club.

Delegates to Junior League:

- At least one delegate must attend all meetings held by the Manly Warringah District Junior Rugby League meetings and report back to the club at Committee meetings
- Provide the Website Coordinator with any relevant information such as the draw and any game changes



Mona Vale Junior Rugby League Football Club Inc



Canteen Coordinator:

- Order and maintain stock levels for the canteen
- Allocate canteen duties as appropriate
- Ensure all money collected from canteen takings are received and receipted by the Treasurer

Coaching Coordinator:

- Appoint coaches to teams and help them to provide coaching of a high standard
- Ensure they are appropriately trained, qualified and mentored
- Ensure coaches and trainers understand and abide by the rules of the Junior League
- Lead selection panels when grading is required

First Aid Coordinator:

- Ensure a First Aider is present at all home games
- Restock first aid boxes as needed

Gear Steward:

- Maintain control of all players gear including ordering, screen printing and numbering

Ground Coordinator:

- Liaise with the Council and other clubs on our requirements at Newport Oval
- Allocate weekly duties for field set up and dismantling
- Ensure all line markings are clearly visible
- Maintenance of all field equipment

Recruitment Officers:

- Recruit new players for the club

Registrar:

- Collate all registration forms, birth certificates, photos, team sheets and cards
- Register players on the Junior League's computer system in a timely manner
- Ensure that no person is permitted to play unless they have formally registered

Sponsorship Coordinator:

- Organise sponsorship initiatives for the club and sponsor communications

Social Committee/ Fundraising Coordinator:

- Coordinate the social and fundraising activities of the club
- Provide promotional material to the Website Coordinator

Website Coordinator:

- Maintain currency and relevance of the information on the club website and Facebook
- Ensure players and parents are kept informed of the relevant information such as the draw, results, photos, social events, team reports, sponsorship and advertising
- Work to continuously improve this as our key communication and information tool