

# AFL EUROPE



# CLUB COMMITTEES ROLES & RESPONSIBILITIES

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## AIM OF DOCUMENT

This document is designed to help structure AFL Europe club committees, whether this is for a brand new club, a re-emerging club, or an established club that would like to renew the way they are ran.

## POSITIONS

The positions outlined in detail in this document are for the 3 key positions:

***President***

***Treasurer***

***Secretary***

There are a further few positions that are outlined in slightly less detail but should play a part in most committees:

***Head Coach***

***Media Coordinator***

***Social Secretary***

***Women's Coordinator (where applicable)***

The responsibilities outlined under each role are suggestions and can be changed where seen fit to suit each individual club.

## COMMITTEE CULTURE

As our clubs are all volunteer based, it is important to remember that everyone is doing this in their free time. However, without a certain level of commitment, it is difficult to achieve aims. Therefore, it is a good idea to establish the culture of the committee that will achieve success. Make sure all members are aware what is expected of them from the start and agree together what you want the culture to be.

***NOTE:*** *There is a misconception that if one is responsible for an action, one must do it oneself. In fact, being responsible just means you need to ensure the action is completed, this does not need to be by oneself, it can in fact be delegated to someone else.*

## OTHER RESOURCES

This document is designed to be used in line with the following other resources:

**How to Start an Australian Football Club**

**AFL Europe Club Committee Draft Constitution**

These can be found on our website under [Club Management](#).

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*Document created by Lisa Wilson.*

*If you would like any more support in the running of your club, contact [admin@afleurope.org](mailto:admin@afleurope.org)*

# **PRESIDENT**

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## **OBJECTIVES**

- To provide strong, efficient and effective leadership for the Club.
- To ensure the Club promotes the participation and achievement of the senior football teams at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the Club.
- Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.
- To provide support to the Committee members to ensure the efficient operation of the Club.
- To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

## **RESPONSIBILITIES**

- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Preside at all meetings of the Club Committee.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

## **RELATIONSHIPS**

- Reports to the Members and General Committee of the Club.
- Acts as or ensure his/her delegate acts in the best interests of the Club at League, or Delegates Meetings.
- Supports all Committee Members and football staff.

## **ACCOUNTABILITY**

- The President is accountable to the Members and the General Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

# TREASURER

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## OBJECTIVES

- To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times.
- To provide support to the President and Committee members to ensure the efficient operation of the Club.

## RESPONSIBILITIES

- Ensure general committee members do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Promptly attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Present all accounts for payment for approval.
- Ensure any surpluses are invested wisely after approval by the Committee.
- Ensure all taxation commitments are met by the Club.
- Ensure the Club finances are correctly audited.
- Report activities to the membership at the Annual General Meeting.
- Undertake tasks at the request of the President, Executive or General Committee.
- Collect membership fees and an accurate list of paid members.

## RELATIONSHIPS

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

## ACCOUNTABILITY

- The Treasurer is accountable to the President and the 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 approve.
- The Treasurer shall provide a report to the General Committee of all financial transactions when given at least 28 days' notice.

# SECRETARY

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## OBJECTIVES

- To ensure that appropriate administrative support is provided to the President, General Committee and sub committee's.
- To provide a "whole of Club" planning focus to ensure the overall efficient management of club functions.
- To manage business considered by the Club Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

## RESPONSIBILITIES

- Provide secretarial support to the Committee.
- Maintain an accurate copy of the constitution.
- Maintain a complete record of all activities of the Club.
- Be familiar with the rules of the Club, League, AFL Scotland and any other body that has governance to give advice to the President and Committee as required.
- Prepare minutes of all committee and general meetings of the Club and distribute in accordance with the Rules of the Club.
- Receive all correspondence directed to the Club.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Report activities to the membership at the Annual General Meeting.
- Prepare a comprehensive report of all activities of the Club for presentation to the membership at the Annual General Meeting.
- Undertake tasks at the request of the President, Executive or General Committee.

## RELATIONSHIPS

- Reports to the Club Committee.
- Liaises with the Executive.
- Liaises with sub committee's.

## ACCOUNTABILITY

- The Secretary is accountable to the President and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

## HEAD COACH

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- Responsible for election of each team for fixtures
- Responsible for the appointing of a captain
- Responsible for making sure there is always a coach/leader to take every training session, be it by him/herself or by an appointed other

## MEDIA COORDINATOR

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- Responsible for the maintenance of the club website (where applicable)
- Responsible for the management of club social media channels (Facebook, Instagram, twitter)
- Responsible for the creation of promotional material
- Must liaise with other members of the committee to ensure any messages required for social media are sent out on time and correctly.

## SOCIAL SECRETARY

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- Responsible for the social event timetable for the club
- Responsible for all elements surrounding the organization of a club social
- Must liaise with other members of the committee to ensure good communication regarding upcoming events, in a timely manner
- Responsible for the management of the social sub-committee, where applicable

## WOMEN'S COORDINATOR

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- Responsible for liaising with the other members of the committee to ensure all elements of women's organization are covered
- Responsible for any women- only events, be it socials or trainings
- Responsible for the set up and organization of a separate Women's sub-committee where desired
- Responsible for any women-specific recruitment

## OTHER ROLES

For bigger clubs, there are other positions you may be interested in having: Kit coordinator, Head of Recruitment, beer warden

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