



Club Official's Roles And Responsibilities

Chairman

- Drives the club's direction and ensures that every aspect of the club's operation functions correctly.
- Chairs regular meetings
- Oversees democratic voting over issues
- Guides the committee to maintain the Club's constitution.
- Promote the club internally and externally.

Vice-Chairman

- To support the Chairman

Secretary

- Responsible for communications with outside bodies, such as the League, the FA & suppliers.
- Responsible for communications with Team Managers.
- Collates membership registers and "minutes played" records into a central file.
- Maintains the Club's insurance.
- Records minutes of meetings and the AGM

Treasurer

- Prepares annual statement of accounts
- Collects Team Manager's petty cash and regularly deposits funds into bank account.

Welfare Officer

- Maintains the Club's Child Protection Policy and checks against any changes in FA policy.
- Organises Criminal Records Bureau checks and any self-certification forms.

Events Secretary

- Plans, communicates and controls fund-raising events.
- Actively seeks new sources of funding.

Committee Member

- Ensures commitment to Club's constitution.
- Votes on resolutions to Club issues.
- Vote on the outcome of disciplinary matters.

Team Manager / Team Coach

- Organise player registrations.
- Collection of fees and subs.
- Arrange fixtures and referees.
- Maintain records of attendance.
- Maintain records of minutes played in matches.
- Liaise with players and parents.
- Uphold the Club's ethos.

Coaching Assistant

- Support the Team Manager