

Vic Park Raiders Junior Football Club

Committee Position Roles

President:

- Oversee the running of club
- Oversee fund-raising activities
- Liaise with WA Football Commission
- Liaise with other members of the Executive Committee
- Organise and chair committee meetings

Vice President:

- Liaise with Social Media committee members
- Liaise with Sponsorship committee members
- Liaise with Registrar

Treasurer:

- Financial planning, budgeting and reporting
- Ensure that appropriate financial systems and controls are in place
- Ensure compliance with relevant legislations
- Liaise with Canteen Manager
- Liaise with Uniform Manager
- Liaise with Equipment Manager

Secretary:

- Take and distribute minutes of meetings
- Sort emails and distribute to relevant people
- Liaise with ground keeper
- Liaise with Carlisle liaison officer
- Liaise with Curtin liaison officer
- Liaise with WA Football Commission Development Officer

Coaching Coordinator:

- Ensure Coaches are registered and accredited as per WAFC rules
- Allocate oval space for training nights
- Ensure Team managers have correct equipment
- Liaise with Registrar on team numbers
- Liaise with Auskick Coordinator
- Liaise with Female Coordinator

Auskick Coordinator:

- Oversee all Auskick teams and their coaching staff
- Ensure all equipment and uniforms are supplied and maintained by individual teams
- Liaise with Coaching Coordinator

Female Coordinator:

- Oversee all female teams and their coaching staff
- Ensure all equipment and uniforms are supplied and maintained by individual teams
- Liaise with Coaching Coordinator

Registrar:

- Manage player registrations
- Organize and distribute team sheets weekly
- Liaise with WAFC registrar
- Liaise with district umpire associations
- Liaise with team managers

Uniform Officer:

- Order uniforms as directed
- Stocktake uniform shop
- Facilitate the sale of uniforms at the start of and during season
- Liaise with Treasurer for uniform budget

Equipment Officer:

- Prepare equipment for start of season
- Order new equipment when required
- Stocktake equipment
- Liaise with Treasurer for equipment budget

Social Media:

- Update club website
- Update Instagram
- Update Facebook

Sponsorship:

- Maintain existing sponsorship
- Explore and identify opportunities for fund-raising
- Organise fund-raising activities

Carlisle FC Liaison:

- Represent VPRJFC at Carlisle meetings
- Distribute relevant information between both parties

Curtin/Wesley FC Liaison:

- Represent VPRJFC at Curtin meetings
- Distribute relevant information between both parties