



Committee of Management - Job Descriptions

President

- Oversee the running of the JETS Junior Football Club
- Delegates where necessary
- Co-signatory for the clubs bank accounts
- Liaise with all members of the committee of management in respect of their individual jobs, both administrative and operational
- Is, or decides upon, the chairperson at committee meetings
- Attend the monthly committee meetings and chairs the Annual General Meeting
- Assists the treasurer with the budget
- Liaise with the senior club where necessary
- Liaise with the Eastern Football League
- Liaise with Local Government

Vice President

- Assist the President in all duties as required
- May also be asked to undertake another delegates role

Secretary

- Member of the club's committee executive
- Co-signatory for the club's bank account
- Responsible for the all club general administration
- Keep all non-financial administrative records for the club
- Responsible for receiving and responding to club correspondence
- Responsible for distributing all incoming emails to relevant committee members
- First point of contact for the EFL on administrative and football operational issues
- Responsible for following up on actions to address issues raised in correspondence and through the EFL
- Responsible for correspondence with other clubs and the EFL on all football operations and administrative matters
- Usually undertakes a role as Junior Delegate to the EFL for the club
- Responsible for taking and keeping a record of the minutes from committee and general meetings
- Responsible for calling annual and special general meetings according to the by-laws of the Junior Club



Treasurer

- Responsible for the collection of registration fees and determining instalment dates
- Co-signatory for the club's bank accounts
- Deposit all monies received and issue receipts
- Responsible for maintaining adequate cash flow
- Formalise a budget for each season in conjunction with the president
- Organise floats for all club games/functions
- Keep the accounting books up to date and accurate
- Attend monthly committee meetings and provide financial reports; Bank reconciliations, Year to Date figures and budget versus actual.
- Liaise with Registration Officer to ensure member database is accurate
- Liaise where necessary with Team manager co-ordinator
- Maintain Supplier invoices, write and distribute cheques
- Provide Eastern Football League with end of season pro-forma financial reports
- Organise the end of financial year audit by accountant
- Provide a contact point for the canteen manager

The positions listed above make up the Executive Committee and must be filled for the club to continue to run.

Football Operations

This could be one position but allows for a second position being Player and Coach Development Officer. There is also an option of sharing this position, splitting it as competitive and non-competitive teams.

Overall

- Responsible for coaching and football development for the club
- Attends JETS monthly committee meetings
- Chair and conduct 4-6 Coaches Meetings throughout the season
- Manage all on-ground (football related) issues
- Maintain tidy Training equipment room
- Assist with set up and pack up of home venues on game day
- Be on hand when possible for any game day issues at home venues

Coaches/Teams

- This role is essentially a contact point between the committee and the Coaches, which assists in streamlining communication



- Source and appoint coaches for the incoming season
- Liaise and support coaches throughout the season and be a sounding board for parents
- Ensure all coaches are AFL accredited and arrange course registration
- Liaise with property steward for necessary training gear
- Coordinate training venues and times with coaches/ Local Councils/ Auskick/ St Johns
- Distribute code of conduct for coaches/players
- Ensure compliance with JETS Coaches/ conduct policy
- Distribute EFL Guideline and Rules Summary to coaches
- Manage all 'Request to Play out of Age Group' via the committee
- Organise and conduct practice matches prior to start of season

Girl's Football Coordinator

- This role is similar to the football operations manager with primary responsibility for the running of girl's teams
- As girl's football was introduced to the Heathmont Jets Junior Football Club in 2017 the position is still developing

Tribunal/EFL Liaison and Racial Vilification Officer

- Attend EFL delegates meetings and attend EFL Tribunal as an advocate
- Liaise with EFL Umpire co-ordinator with regard to umpiring issues

Trainers Co-ordinator

- Responsible for organising Trainers for each age group
- Organise accredited first aid course if necessary
- Organise any first aid purchases as required
- Ensure correct first aid equipment is supplied to each trainer throughout the year
- Make sure that all injuries are reported each week with all the correct paperwork either by email in person or phone.
- Have a meeting twice a year to discuss any issues or concerns
- Organise a 'handbook' for trainers outlining their role

Registrar

- Liaise with Treasurer regarding Registration Days and collection of information and monies
- Maintain the record of players via the SportsTG website
- Ensure transfer of players is organised with the EFL



Property Steward

- The Property Steward is responsible for maintenance, provision, stock and supply of all equipment, jumpers, shoes, socks, shorts, footballs
- Attend monthly committee meetings
- Attend registration days to help with shorts sales
- Check and purchase training gear

Team Manager Coordinator

- This role is essentially a contact point between the committee and the Team Managers, which assists in streamlining communication.
- Liaise with the football operations manager to organise a meeting pre-season with all coaches and team managers, to ensure all relevant information is discussed
- Organise a team managers handbook and distribute this to all team managers
- Maintain the team manager handbook as deemed necessary throughout the season.
- Attend monthly committee meetings and provide feedback from, and to Team Managers
- Assist the property steward with the allocation of player jumpers and the collection of the jumpers and kit bags at the end of the season
- Liaise with various members of the committee throughout the year to ensure all relevant information is relayed to the Team Managers, i.e. player information, team budgets, merchandise orders, club events
- Ensure that all team managers know how to enter the necessary scores onto the EFL database each game
- Organise trophies for milestone games

Merchandise Officer

- This position is responsible for provision, stock and supply of all merchandise
- To attend monthly committee meetings and advise of status of merchandise sales and/ or any new ideas for merchandising
- Organise order forms, and issue receipts for all sales
- Liaise with Treasurer in regards to sales and outstanding monies
- Should be available to sell organise orders on Family Nights and if possible home games

Digital Marketing Officer



- Responsible for the creation and distribution of the Jets newsletters
- Collect articles, coordinate the writing and production of a regular newsletter, ensuring the deadline and distribution time-lines are met
- Organise for the newsletters to be posted on the website, emailed to Jets members
- Ensure the website is kept current and relevant
- Maintaining a contact list of all members email addresses
- This can be a shared position

Sponsorship Officer

- Coordinate the writing of Grants
- Seek new sponsors and maintain contact with existing sponsors
- Develop sponsorship packages

Fundraising Officer

- Initiate and coordinate fund raising ideas and activities
- Attend monthly committee meetings
- An assistant or subcommittee could be appointed to help with this role

Auskick Liaison/ New Player development

- Liaise with the Heathmont and Heatherdale Auskick Clinics
- Represent the Auskick Clinics at monthly committee meetings
- Organise HJJFC Players and members to assist at the clinics
- Maintain contact with local schools
- Mount campaigns to attract new players to HJJFC

General Committee

- Attend Monthly committee meetings
- Assist any members of the committee and fundraising team
- Be available to help at games and social functions
- Promote healthy communication throughout the club