

Sacred Heart Pymble Football Club
Roles & Responsibilities

President	<p>The President of the Sacred Heart Pymble Football Club provides leadership for the Club's committee. In that capacity, the president:</p> <ul style="list-style-type: none"> ▪ Chair the Annual General Meeting and other Committee Meetings. ▪ As a committee member, recommends new or changes to policy ▪ Establishes administrative procedures to ensure club policies are carried out ▪ Represent the Club at all KDSA meetings and events. ▪ Escalate Club issues to the KDSA. ▪ Perform the role of Club Ambassador at external functions
Vice President	To assist the President with their responsibilities
Secretary	<p>Responsible for all Club communications, this entails:</p> <ul style="list-style-type: none"> ▪ Convening Committee meetings and recording and distributing the minutes and action items. ▪ Distributing KDSA Circulars as appropriate ▪ Managing correspondence into and out of the Club ▪ Managing Club documentation ▪ Maintaining Club distribution lists
Treasurer	<p>Responsible for all Club financial matters, this entails:</p> <ul style="list-style-type: none"> ▪ Prepare annual Budgets ▪ Prepare fee schedules for committee meetings ▪ Maintaining the Club Bank Account ▪ Managing all monies received and paid by the Club ▪ Maintaining a financial balance sheet ▪ Reconciling monies received with receipts ▪ Banking monies received ▪ Produce financial reports for committee meetings
Registrar	<p>Responsible for all Club Registration activities, this entails:</p> <ul style="list-style-type: none"> ▪ Planning and leading registration day activities ▪ Implementing and maintaining a Club on-line registration system ▪ Ensuring KDSA requirements are met ▪ Accountability for ID cards ▪ Ensuring all registration fees are paid before a player is eligible to train and play (liaise with Treasurer)
Ground Controller	<ul style="list-style-type: none"> ▪ Co-ordinate management of the oval for training and other events ▪ Arrange annual grounds maintenance quotes ▪ Co-ordinate the ground dressing schedule for season

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Age Group Co-ordinator	<ul style="list-style-type: none"> ▪ Co-ordinate the age grading process at the beginning of the season ▪ Break up the age group in to teams ▪ The primary role as Age Group Coordinator (AGC) is to assist with the organization of your age group and the communication of policies and procedures associated with that age ▪ They are also a key liaison for coordinating the resolution of any issues or finding the answer to any questions that may arise from coaches or parents.
Web Administrator	<ul style="list-style-type: none"> ▪ Overall maintenance of website content ensuring currency ▪ Training users ▪ Point of contact for website provider ▪ Accountability for the Club website ▪ The web page is updated at least monthly with a notice of upcoming meetings, start of season, training sessions, league meetings, calendar and the like. There is also a list of the season's Age Group Coordinators and the current Committee members, coaches and managers.
Equipment Manager	<ul style="list-style-type: none"> ▪ Ensure the Club has the appropriate uniforms and equipment. ▪ Distributing uniforms and equipment to the teams ▪ Collecting uniforms and equipment from the teams at the end of the season. ▪ Place orders with uniform and equipment with suppliers ▪ Keep track of uniforms and equipment
Recorder	<ul style="list-style-type: none"> ▪ Maintain record of prior year trophy recipients (best male / female, best & fairest, undefeated etc) ▪ Brief age coordinators / team managers on recording match score results into KDSA database via SHP Lions website ▪ Brief age coordinators / team managers on recording player 1,2,3 point allocation for each game into KDSA database via SHP Lions website ▪ Brief age coordinators / team managers on recording player with highest goal count for each game where applicable into KDSA database via SHP Lions website ▪ Provide President and Secretary with team score summaries as season progresses (to assess whether team is playing in an appropriate division / grade) ▪ Using information from KDSA database determine player and team rankings at end of season ▪ Present to SHP Committee player and team rankings for season. Based on SHP Committee deliberations on player and team rankings, order trophies for Presentation Day ▪ Present to SHP Committee annual trophies (prior season) and determine recipient for current season

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Junior Development	<ul style="list-style-type: none">▪ Co-ordinate grading day▪ Liaise and co-ordinate with Hector Martinez (or other coaches) ongoing clinics and skill development for juniors
Communication / PR Co-ordinator	<ul style="list-style-type: none">▪ Compiling and distributing the Club Newsletter▪ Liaising with Secretary regarding communication to club members▪ Liaising with Sponsors regarding events and activities
General Committee Member	<ul style="list-style-type: none">▪ Attend Annual General Meeting and other Committee Meetings.▪ Recommends new or changes to policy▪ Assist in grading day and presentation day organisation