



Committee Positions

Executive

- **President**
 - Act as an Ambassador, advocate and promoter of the Club.
 - Ensure that the Club operates in a financially responsible and accountable manner.
 - Ensure that the Club acts legally, morally and ethically in all its dealings.
 - Oversee the running of the club and be the direct point of contact.
 - Provide advice and guidance for Committee Members and is responsible for assisting the committee in their duties of improving the Club and its facilities.
 - Responsible for running and co-ordinating Committee meetings and ensuring that the Club Constitution and Rules are adhered to within those meetings.
 - Liaise with governing bodies, associates and others in order to enhance the running and development of the club and advise and deal with club matters as and when required.

- **Vice President**
 - The Vice President will act as an Ambassador for the Club.
 - Act for the President in all official capacities in the absence of the President.
 - Support the President and Secretary in particular with the discharge of their official duties.

- **Secretary**
 - Ensure that Committee meetings of the Club are regularly called properly notified to all entitled to attend and are legal.
 - Prepare and distribute the agenda for all meetings of the Club Committee.
 - Prepare true and accurate records of all meetings of the Club Committee and promptly distribute them.
 - Prepare and distribute official committee correspondence.
 - Ensure correspondence is promptly brought to the attention of the relevant executive member.
 - Give notice of and convene the Club Annual General Meeting.

- **Treasurer**
 - Is responsible for discharging the stewardship function over all Club funds.
 - Setting and maintaining the accounts of the Club to track financial activities.
 - Reporting monthly to the Committee on Club financial performance.
 - Preparing the Club budget annually and for establishing and monitoring internal control mechanisms and procedures.
 - Assisting with the setting of annual registration fees based on projected costs Acting as the principal point of contact between the Club and its Banker and managing the Banking relationship.
 - Acting as one of the Club signatories to all Club accounts.
 - Acting as the principal “payer” of accounts rendered to the Club for services and goods that it buys or consumes.



General Committee

- **Registrar**
 - Responsible for ensuring that the Club player records comply with League rules.
 - Administer & maintain the database of club members (PlayHQ system) including confirmation of new members.
 - Maintain the Club player data base in an up to date and accurate condition at all times.
 - Ensure that all players complete the appropriate registration form at the commencement of each playing season.
 - Liaise with Team Managers and the Treasurer to ensure that all individual player records are complete and that all players have paid the appropriate registration fees for each playing year.
 - Track the achievement of individual player milestones to allow the Club to honour those achievements including liaison with the Communication – Website Co-ordinator regularly to ensure player milestones achieved are recognised on the club website.

- **Coach Coordinator**
 - Organise and recommend to committee for approval the appointment of coaches across all age groups.
 - Represent club at AFL Canberra designated football ops meetings
 - Organise preseason and season proper training allocations
 - Proactively develop and set in place training programs for coaches and players that enables transition through the club age groups.
 - Develop and encourage a Belco Cats brand of football across all age groups.

- **Property Officer**
 - Maintain and distribute coaching kits.
 - Maintain and distribute team manager kits.
 - Maintain and distribute player jumpers.

- **Merchandise**
 - Organise sale of player uniforms – shorts and socks both during pre-season and during the season.
 - Liaise with website and comms coordinator to manage the digital store to maximise sales of merchandise.
 - Identify merchandise opportunities – caps, hoodies, others and present to committee opportunities to increase the clubs merchandise income.

- **Social Events & Functions Coordinator**
 - Organise the clubs social events.
 - Generate new ideas for social events and develop new social activities for players and families.
 - Scheduling end of season club B&F presentation events.



- **Sponsorship and Fundraising**
 - Approach and engage existing club sponsors to continue sponsorship in 2025.
 - Identify and approach local business, community members for new sponsorship.
 - Identify and promote other fund raising opportunities for the club.
 - Identify and apply for funding opportunities for players and club facilities

- **Website & communications**
 - Maintain and update the clubs webpage.
 - Promote and recognise club and player achievements and events via social media, Facebook and Instagram
 - Assist with identifying and setting up improved club communication email system.
 - Maintain the digital store for merchandise sales for 2025 season.

***Note**

The position descriptions provide a general overview of the role and tasks to be undertaken by committee members.