

# **CLWB PELDROED TEIGROD TEILO JUNIOR FOOTBALL CLUB**

## **COMMITTEE ROLE DESCRIPTIONS**

*(approved at EGM on 27th Nov 2007)*

### **CHAIRPERSON**

1. **Role**

To set the tone and atmosphere in which meetings and formal business are conducted.

2. **Responsibilities**

- Chair / lead meetings.
- Give rulings.
- Direct committee procedures.
- Remain detached and objective in any discussions and disputes.
- Explain club policies to members and officials.

### **TREASURER**

1. **Role**

To maintain up to date accounts of income and expenditure and provide immediate, accessible information on the state of club finances.

2. **Responsibilities**

- Collect club subscriptions.
- Make balance sheets available for club members to audit the accounts.
- Provide the club with an end of year financial report to present to the AGM.

- Advise Committee members of cash flow problems.
- Ensure there are two counter signatures on all cheques.
- Deal with all financial matters on an ongoing basis.

## **SECRETARY**

### 1. **Role**

To undertake necessary administrative work and provide a link between the members, management committee and other clubs and organisations.

### 2. **Responsibilities**

- Prepare agendas for Committee meetings.
- Record official business/ minutes.
- Attend to club correspondence.
- Provide members with up to date notices and information.

## **WELFARE OFFICER**

### 1. **Role**

To be responsible for the welfare of junior players.

### 2. **Responsibilities**

- Ensure that provision of First Aid remains adequate at all times
- Dissemination of the FAW Welfare Policy within the club.
- Oversee and manage player and vulnerable adult welfare issues within the club.
- Undertake necessary training and attend meetings relevant to the Welfare Policy.

- Act as a role model and demonstrate good practice in relation to the FAW Football Code of Conduct.
- Act within the guidelines as detailed within the *FAW Welfare Policy Procedures and Practices* document.

## **MEDIA/COMMUNICATIONS /FUNDRAISING/MEMBERSHIP OFFICER**

### 1. **Role**

To help raise the profile of the club, assist in the financial running of the club and ensure club members are aware of the club's activities.

### 2. **Responsibilities**

- Collect member subscriptions.
- Keep register of attendance of junior members.
- Find sponsorship for the club.
- Organise fund raising events.
- find opportunities and provide information to actively promote club through local media.
- Act within the guidelines as detailed within the *FAW Welfare Policy Procedures and Practices* document

## **COACHING CO-ORDINATOR**

### 1. **Role**

To provide the link between the coaches and the committee and co-ordinate the coaching at the club

### 2. **Responsibilities**

- Help identify new coaches and arrange coaching training for them

- Ensure the club has enough coaches for training and competitive matches
- Act as a coaching role model and demonstrate good coaching practice
- Ensure coaches are coaching effectively
- Represent the views of the club coaches to the Management Committee and vice versa.