

**Ingleburn Eagles Soccer Club Inc**  
**Position Description - President**

**JOB TITLE:**

President

**OBJECTIVE:**

To ensure the club promotes the participation and achievement of its teams. Ensure the club is run efficiently administratively, financially and socially to support all on-field activities.

The President helps the committee prioritise its goals and keeps the committee on track by working within the club's framework. At an operational level, the major function of the President is to facilitate effective committee meetings.

**RESPONSIBILITIES:**

- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Attend governing body and Council meetings/forums where relevant.
- Manage/Chair monthly committee meetings and the clubs AGM.
- Discuss the agenda items prior to each committee meeting with the Secretary and ensure that it is circulated to relevant members in plenty of time.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the portfolio to the membership of the AGM.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Review Constitution, By-Laws and Rules of Competition.
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol policies.
- Be a facilitator for club activities.
- Be available to handle any disputes.
- Liaise with relevant stakeholders including local Council.

**RELATIONSHIPS:**

- The President reports to the club's members and General Committee of the club.
- A close relationship is required with all governing body departments.
- Supports all managers, committee members, coaches, players and staff.

**ACCOUNTABILITY:**

- The President is accountable to the members and General Committee of the club.
- The estimated time commitment required as the President is 3-4 hours per week.



## NATIONAL CLUB DEVELOPMENT PROGRAM

### ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club meetings.
- Able to chair committee or executive meetings.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Well informed about the purpose of any meeting and items to be covered and is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Receptive to change.
- Dedicated club person.
- Be approachable.

### DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills/knowledge.
- Empathy.
- Communication and negotiating skills.
- Listening skills.



**Ingleburn Eagles Soccer Club Inc  
Position Description - Secretary**

**JOB TITLE:**

Secretary

**OBJECTIVE:**

The club secretary is primarily responsible for all administration duties and provides the coordinating link between member, the committee and various stakeholders.

**RESPONSIBILITIES:**

- Establish a meeting schedule for General and Executive Committees for the current year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate reports from office bearers.
- Prepare minutes of all committee and General Meetings of the club, distribute them in accordance with the club's Constitution and file appropriately.
- Collate and arrange for the printing of the annual report.
- Prepare a comprehensive report of all activities of the club for presentation to members at the AGM.
- Maintain an accurate copy of the Rules and By-Laws of the club.
- Maintain registers of members' details plus life members and sponsors.
- Be familiar with the roles of the Club, Competition, governing body and any other body that has governance. Give advice to the President and committee as required.
- Receive all correspondence directed to the club, inform President, react, follow up and distribute to appropriate members.
- Ensure all licenses required by the club are current.
- Coordinate team reports for club newsletter, email.
- Act as the Public Officer of the club
- Complete annual statements as required by the Incorporations Act.
- Maintain sponsorship records.
- Notice to governing body and relevant stakeholders regarding changes to committee members and key contacts.

**RELATIONSHIPS:**

- President and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- Will be in regular contact with Governing Body, Council and other external stakeholders.

**ACCOUNTABILITY:**

- The Secretary is accountable to the President and General Committee.

The estimated time commitment required as the Secretary is 2-3 hours per week during the season. This may be increased at the beginning of the season.

**ESSENTIAL SKILLS:**

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.

**DESIRABLE SKILLS:**

- Minute taking skills.
- Typing/computer skills.
- Negotiating skills.
- Empathy with varying groups of people.



**Ingleburn Eagles Soccer Club Inc  
Position Description – Treasurer**

**JOB TITLE:**

Treasurer

**OBJECTIVE:**

To ensure that a financial management and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club at all times.

**RESPONSIBILITIES:**

- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure all staff, team managers and coaches do not exceed authority ceilings for financial expenditure without reference to the General Committee.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the General Committee on a monthly basis.
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Make details of all accounts available to the club committee and members as provided in the Corporate Affairs Act.
- Organise collection of funds from various events for banking.
- Oversee and seek reports of all other accounts held by sections of the club.
- Ensure all taxation commitments are met by the club.
- Ensure the club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several signatories – two on each club cheque.
- Monitor sponsorship funds.
- Attend monthly club committee meetings.
- Liaise with governing body regarding financial payment system.
- Attend governing body financial training session as required.

**RELATIONSHIPS:**

- Reports to the President and General Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.



**ACCOUNTABILITY:**

- The Treasurer is accountable to the President and General Committee.
- The Treasurer shall seek ratification from the General Committee of a club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approved.
- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

The estimated time commitment required as the Treasurer is up to 2 hours per week.

**ESSENTIAL SKILLS:**

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

**DESIRABLE SKILLS:**

- Financial accounting experience.
- Negotiating skills.
- Computer skills.

**Committee Member Job Description**  
**Position Description – General Committee Member**

**JOB TITLE:**

General Committee Member

**OBJECTIVE:**

To provide support to the President, Secretary and other General Committee members to ensure the efficient operation of the club.

**RESPONSIBILITIES:**

- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President or General Committee.
- Attend monthly club committee meetings.
- Participate in discussion and decision making of the committee.
- Look after a specific portfolio. (Marketing, Sponsorship, Events etc.)

**RELATIONSHIPS:**

- Reports to the President and General Committee.
- Liaises with various external stakeholders depending on club portfolio.

**ACCOUNTABILITY:**

- General Committee members are accountable to the President and General Committee.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.
- Provide a report of their portfolio for each committee meeting.

**ESSENTIAL SKILLS:**

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Good report writing skills

The estimated time commitment require as a General Committee member is up to 1 hour per week.