



# DOUGLAS PARK WILTON FC INCORPORATED

## Executive Committee, Committee and General Committee Members Nominations and Elections

The nominations and elections of Office Bearers and Committee Members will be held at the Annual General Meeting, Thursday 2 December, commencing at 7:30pm at the Douglas Park Community Hall.

If you are over 18 years old and would like to nominate yourself for a position on the committee, please tick the position you are interested in and return this form via email to the Secretary Sarah McAteer at [dpwfootballclub@gmail.com](mailto:dpwfootballclub@gmail.com).

Please read through the following descriptors of each position carefully.

- All committee meetings are scheduled for the first Thursday of each month unless otherwise rescheduled by committee.
- Committee meetings must have attendance of five (5) members to create a quorum. All apologies must be received by the Secretary prior to meeting time.

### EXECUTIVE COMMITTEE

**President** – Chairs the meetings and facilitates effective monthly committee meetings and is the Clubs representative at MFA and 355 meetings (with support from committee). President also helps the committee prioritise Club goals for the season, and oversee general operations of the Club including mediation, internal and external club affairs and acts as Club spokesperson for events such as Presentation Day and Charity Days.

**Vice President** – Undertakes the roles of the President in any instance the President is unavailable. Takes an assistant role for club Secretary. Oversees Sponsorship sub-committee.

**Secretary** – Is the chief administration officer of the Club, whose duties include correspondence and setting agendas/minutes for monthly committee meetings. The secretary is the coordinating link between members, the committee, and external agencies. Liaising with the MFA on all game days and communicating with Internal club personnel including and not limited to Coaches and Managers. Coordinate Registration, Presentation and Charity days with the assistance of the Vice-President. Organisation of the yearly club fundraiser and update and maintenance of official club website.

**Treasurer** – Is the chief financial officer for the Club. Tasks include collection of weekly takings for weekly banking (unless organisation of authorized banking official is determined), pays all accounts, issues invoices where necessary, and logs information into a spreadsheet. The treasurer also prepares a financial statement for each monthly committee meeting, as well as preparing the annual profit and loss balance sheet presented at the Annual General Meeting. Credentials to be provided at the time of nomination/election. If more than one nomination is received, committee and nominated Treasurer may appoint an Assistant Treasurer role to assist in activities as delegated by the Treasurer. This position is suited to someone with experience in bookkeeping/accounting and excellent communication skills.

**Registrar** – Responsible for the registration of all club players at Registration day, collects all paperwork, logs information including Kids Active vouchers, MFA Player IDs, updating information on MFA website, assist the Coaches and Managers Coordinator in recruitment and maintenance in Coaches and Managers. Creates and provides managers with a team list, liaises with MFA on all team or player issues. Assists Sponsorship sub-committee with promotion and sponsorship signage. Assists executive committee members in running of events, and internal/external affairs relating to the club. If more than one nomination is received, committee and nomination Registrar may appoint and an Assistant Registrar to assist in activities as delegated by the Registrar.

**Coaches and Managers Coordinator** – Responsible for the vital communication between club Committee, MFA and coaches and managers of all teams within the club. Assists club members with queries in relation to daily/weekly game fixtures and issues.



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Facilitates an information day that is compulsory for all coaches and/or managers to attend to ensure full club consistency and information relating to MFA and game rules and regulations, club and MFA code of conduct, uniform, and weekly duties for all game day (i.e match cards, reports etc, team organisation and participation in club organised events). Responsible to act as a mediator as required. Seek active enrolment of coaches into coaching courses. Be an active participant in MiniRoos program as initiated by MFA.

## COMMITTEE

**Canteen Manager** - Organises the roster and schedule for all game/event day operation of the canteen and BBQ. This includes creating a team schedule for canteen duty to be advertised no later than 5 days prior to game day. Conducting weekly stocktake of all items and placing/receiving of items orders. To acquire quotes on any upgrades or replacements of appliances to bring to committee for approval and purchase i.e slushy machine. Ensuring upkeep of BBQ/canteen items and report any issues to committee. Undertaking of Safe Handling of Food Certificate and participation in any audits as required. Coordinating the delivery of all monies along with any receipts/invoices to nominated banking persons or Treasurer. All monies/takings must be counted and counter-signed with a nominated committee member at the end of game day and delivered to designated banking official (President, Secretary or Treasurer) on same day. Organisation of Showbags for Presentation and Registration day. Assists as directed by club Secretary to assist with annual club fundraising. Nominated Canteen Manager may appoint a support role to assist in the canteen as supported by the executive committee.

**Publicity Officer** – Incorporates the role of Vice President, Secretary and Registrar. Will promote Sponsorship as per accepted Sponsor proposal, Oversee the Coaches/Managers Player of the Week posts on social media to ensure consistency and promotion of team sponsors as per sponsorship agreement. Assist Executive committee when required to advertise various happenings and club/sponsor information. Role is directly reportable to the club Secretary.

**Grounds Manager**– Responsible for Initial and weekly maintenance of all line marking of all fields for game days. Creating and issuing roster for game day setup and packup (liaising with canteen manager to avoid clashes of duties). Weekly inspection and upkeep of all equipment of on-field such as goals, nets, posts, flags, bins/benches and gazebo. Liaising with committee to coordinate line marking materials/outsourcing if required. Ensuring all Sponsorship ground signage is maintained and report to committee as necessary. Grounds Manager may appoint an Assistant as agreed upon by the Executive Committee.

**Gear Steward** - Undertake stocktake of equipment and merchandise. Supply and maintain appropriate number of team kits, full club strip, training shirts and accessories. Assistance at Registration day and Presentation day as requested by Executive committee. Assist in any ordering of merchandise or official club apparel, and place orders as required. Required to report to committee requests prior to purchasing and be willing to look at various quotes prior to ordering to ensure effective quality and price. Availability on game days and training nights for ordering and supply of items as needed. Creating and designing of merchandise to bring to committee meetings for approval. Acknowledge of sponsors in designs and merchandise in consultation with Sponsorship sub-committee.

**Child Protection Officer and MPIO Officer** - Organises the completion of the Working with Childrens Check by all committee members, team managers and coaches by round 1 of the new season. Responsible for relaying information between committee, team managers and coaches. Acts as the Clubs Member Information Protection Officer. Attends monthly meetings as required and directed by Executive committee.

**General Committee Member** – No more than five (5). Attends monthly committee meetings and supports the Club in general.



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We, the undersigned, wish to nominate the following person

Name: \_\_\_\_\_ as \_\_\_\_\_ (position title)

\_\_\_\_\_

(proposer – print & sign)

\_\_\_\_\_

(seconder – print & sign)

I am willing to be nominated (nominee - print & sign) \_\_\_\_\_ (date) \_\_\_\_\_

Committee Receipt of Nomination 1 (print & sign) \_\_\_\_\_ (date) \_\_\_\_\_

Committee Acceptance of Nomination 2 (print & sign) \_\_\_\_\_ (date) \_\_\_\_\_