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# POSITION DESCRIPTION

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| **PRESIDENT** | |
| ROLE | Provide leadership and direction to the Committee and ensure the club is run efficiently and professionally for the benefit of its members in accordance with governance and statutory requirements. |
| MEETINGS, COMMUNICATION AND KEY RELATIONSHIPS | Liaise with all relevant stakeholders including   * Latrobe Valley Soccer League * Committee Leaders * Latrobe City Council * Club Members   Running meetings and communicating to stakeholders are core responsibilities of a club President including:   * Setting the agenda for each committee and general meeting, including the clubs annual general meeting with secretary * Chairing of committee meetings and AGM * Acting as a spokesperson for the club and representing it locally, regionally and nationally as required * Regularly liaising with sub committees to ensure they receive assistance and support as required * Ensure that all sub-committees are regularly reporting to the committee. * Ensuring the key stakeholder relationships of the club are maintained and nurtured * Ensuring committee members, team managers and coaches fulfil their responsibilities to the club. |
| GOVERNANCE | Key governance responsibilities include ensuring the club:   * Define and document the club culture and behaviors and continually communicates them to members, players, coaches, supporters and volunteers * Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved * Has strong financial controls to protect the cash and assets of the clubs. * Committee receive accurate monthly reporting * Is compliance and legislative obligations are met * Meets health and safety requirements * Manages all complaints and disputes immediately and investigates and responds to according to club policies and procedures * All club positions, roles and sub committees have regularly reviewed position descriptions or terms of references * All club activities are documented in operations manuals, policies and procedures * Volunteers are trained and supported throughout the year to undertake their roles successfully   Outgoing president trains, mentor and support incoming president and provides succession planning for the position |
| EXPERIENCE,QUALIFICATIONS & ATTRIBUTES | Proven leadership, management and communication skills   * Be a person who can communicate effectively and develop good relationships, and manage conflict internally and externally * Be forward thinking and committed to meeting the overall goals of the club * Have a good working knowledge of the Committee TOSC values and ethical standards * Hold or willing to apply for a current volunteer’s “working with children” check * Can oversee organisational activities * Plans for the future directions and plans of members * Is a supportive leader for all members * A good understanding of the sporting and competition requirements at local, regional and higher levels. |
| COMMITMENT | Attendance at   * Monthly Committee Meetings * Sub-Committee Meetings (as required) * League Delegates Meetings (as required) |
| BENEFITS | * Making a positive contribution to the community * Sharing of your talents and skills * Helping to encourage children to adults to participate in sport and develop community ties, friendships and networks |

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# POSITION DESCRIPTION

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| **VICE PRESIDENT** | |
| ROLE | Work closely and support the President in undertaking the leadership and governance responsibilities of the club. |
| REPORTS TO | President |
| MEETINGS, COMMUNICATION AND KEY RELATIONSHIPS | Liaise with all relevant stakeholders including   * Latrobe Valley Soccer League * Committee Leaders * Latrobe City Council * Club Members |
| GOVERNANCE | Undertake the duties and responsibilities of the President if the President becomes unavailable for any reason, this includes:   * Chair committee meetings * Chair the annual general meeting * Act as a spokesman for the club and represent it as required * Ensure all the responsibilities of the President are undertaken * Assist the President to set the agenda for all meetings including the annual general meeting * Assist the President to meet the club's key governance responsibilities * Work with the Executive Team and the other committee members to always act in the best interest of the members at all times |
| EXPERIENCE,QUALIFICATIONS & ATTRIBUTES | Proven leadership, management and communication skills   * Be a person who can communicate effectively and develop good relationships, and manage conflict internally and externally * Be forward thinking and committed to meeting the overall goals of the club * Have a good working knowledge of the Committee TOSC values and ethical standards * Hold or willing to apply for a current volunteer’s “working with children” check * Can oversee organisational activities * Is aware of the future directions and plans of members * Is a supportive leader for all members * A good understanding of the sporting and competition requirements at local, regional and higher levels. |
| COMMITMENT | Attendance at   * Monthly Committee Meetings * Sub-Committee Meetings (as required) * League Delegates Meetings (as required) |
| BENEFITS | * Making a positive contribution to the community * Sharing of your talents and skills * Helping to encourage children to adults to participate in sport and develop community ties, friendships and networks |

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# POSITION DESCRIPTION

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| **SECRETARY** | |
| ROLE | To facilitate the effective running of the club administration |
| REPORTS TO | President |
| MEETINGS, COMMUNICATION AND KEY RELATIONSHIPS | * Liaise with all relevant stakeholders including * Latrobe Valley Soccer League * Committee Leaders * Latrobe City Council * Club Members |
| GOVERNANCE | * Be the official first point of contact for the club communications * Note and record meeting minutes * Draft minutes of meetings and prepare follow up communication as required * Communicate on behalf of the committee * Ensure the relevant documents and being followed and are up to date such as the strategic plan, insurance and safety policies * Follow up discipline incidents with the president and vice president * Other administrative tasks as required |
| EXPERIENCE,QUALIFICATIONS & ATTRIBUTES | * Microsoft office skills * Excellent interpersonal and relationship-building skills * Excellent communication skills (written and verbal), with a commitment to accuracy, neatness and attention to detail * Effective time management skills * A good understanding of the sporting and competition requirements at local, regional and higher levels. |

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| COMMITMENT | Attendance at   * Monthly Committee Meetings * Sub-Committee Meetings (as required) |
| BENEFITS | * Making a positive contribution to the community * Sharing of your talents and skills * Helping to encourage children to adults to participate in sport and develop community ties, friendships and networks |

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| **TREASURER** | |
| ROLE | To manage the financial running’s of the club to ensure the Executive has an accurate and correct understanding of the financials status at all times |
| REPORTS TO | President |
| MEETINGS, COMMUNICATION AND KEY RELATIONSHIPS | Liaise with all relevant stakeholders including;   * President and Vice president * Debtors / Creditors * Bank |
| GOVERNANCE | * Ensure club finances are correctly audited * Present all accounts for payment for approval * Maintain appropriate accounts of all income and expenditure and associate audit traits (e.g. receipts) * Promptly attend to general banking activities * Ensure any surpluses are invested wisely after approval by the Committee * Report all financials to the Committee at monthly meetings. * Liaise with Committee to review and lock in fees at the start of the season to ensure all costs associated with the running of the club and affiliation fees are covered. * Liaise with Committee to ensure all registration fees are paid by agreed due date * Ensure that any and all reimbursements are completed and the appropriate receipts are kept for auditing purposes. |
| EXPERIENCE,QUALIFICATIONS & ATTRIBUTES | * Microsoft office skills * Book keeping / financial management * Excellent interpersonal and relationship-building skills * Excellent communication skills (written and verbal), with a commitment to accuracy, neatness and attention to detail * Effective time management skills |
| COMMITMENT | Attendance at   * Monthly Committee Meetings * Sub-Committee Meetings (as required) |
| BENEFITS | * Making a positive contribution to the community * Sharing of your talents and skills * Helping to encourage children to adults to participate in sport and develop community ties, friendships and networks |