

The Club shall be managed by a committee comprised as follows *Please note - Committee members must be 18 years of age or older.*

- President
- Vice Presidents (2)
- Secretary
- Treasurer
- Registrar
- Other Members (No more than 12)

Power and Duties of Officers (as described in section 12 of the Kwinana Junior Knights Football Club Inc. Constitution 2018)

President

To oversee the activities of the club and ensure all business is conducted in an ethical manner and within the guidelines of the Constitution and/or Bylaws and to ensure that all club officials receive the necessary guidance, leadership, resources and communication to ensure the smooth running of the club.

1. Chair all meetings where practical and provide adequate communication to the Vice Presidents to enable them to chair meetings in the President's absence.
2. Provide clear direction and communication to committee members and general members to enable them to carry out their duties within the guidelines of the Constitution and/or Bylaws.
3. Assist the Treasurer to compile realistic and achievable financial budgets for the season.
4. Represent the club as a delegate to the District Development Council and JCC and liaise with the local council on behalf of the club.
5. Responsible for the information entered on the club website.
6. The setting of strategic plans aimed at providing opportunities for all children in the area to have the opportunity to play football in the best possible learning environment.
7. Foster an interactive, progressive committee and ensure they have the necessary skills and resources to carry out their duties.
8. Work with the Fundraising Coordinator and Treasurer to ensure a fundraising strategy is in place to assist with the financial viability of the club.
9. Oversees the operations of the canteen liaising with the Canteen Manager.
10. Manage Portfolio as set down by the committee.

Senior Vice President (Youth teams).

Responsible for assisting the President carry out their duties and to assume control of the committee meetings in the President's absence. Responsible for the effect and efficient running of the Youth teams in the club.

1. Oversee the integrity of player registrations by ensuring that a club registrar is appointed and adequately skilled in their role.
2. Liaise with the Coaching Coordinator to ensure that all coaches are adequately appointed and accredited.
3. Ensure that the youth game day environment is adhered to as set out in the club and District policy handbook.
4. Manage player and parent issues relating to this age group including behaviour compliance.
5. Liaise with other users of the City of Kwinana (Fiona Harris Pavilion) facility to ensure the effect and efficient running of the facility.
6. Assume the role of chair at committee meetings and attend delegates meetings in the President's absence.
7. Manage Portfolio as set down by the committee.

Junior Vice President (Junior teams).

The Junior Vice President is responsible for assisting the Senior Vice President and President carry out their duties and to assume control of the committee meetings in the President's and Senior Vice President absence. Responsible for the effective and efficient running of the Junior teams in the club.

1. Oversee the integrity of player registrations by ensuring that a club registrar is appointed and adequately skilled in their role.
2. Liaise with the Coaching Coordinator to ensure that all coaches are adequately appointed and accredited.
3. Ensure that the junior game day environment is adhered to as set out in the club and District policy handbook.
4. Manage player and parent issues relating to this age group including behaviour compliance.
5. Assume the role of chair at committee meetings and attend delegates meetings in the Senior Vice President's and Presidents absence.
6. Manage Portfolio as set down by the committee.

Secretary

Secretary shall be responsible for keeping an accurate record of all incoming and outgoing correspondence for the club and that all members are kept up to date in terms of club directions, events and any other general communication.

1. Keep an accurate record of all happenings at all committee meetings and circulate meeting minutes within one week of each committee meeting.
2. Receive all incoming correspondence and pass it onto the appropriate person as soon as practical. Record all incoming correspondence and report to committee with a true and accurate list each meeting.
3. Generate outgoing correspondence and keep an accurate record for reporting at committee meetings. Ensuring all outgoing correspondence adheres to club standards.
4. Ensure that all requests for information are honoured on behalf of the club within specified deadlines.
5. Coordinate the team photos.
6. Maintain a clear and logical filing system housing all official club documentation
7. Manage Portfolio as set down by the committee.

Treasurer

The Treasurer shall be responsible for all matters relating to finances within the club and will be responsible for ensuring the financial viability of the club.

1. Together with the President, put together a realistic and achievable budget for the season.
2. Receive all monies into the club and issue receipts for same, bank all monies as soon as is practical.
3. Obtain approval at committee meetings for the payment of all bills and file receipts.
4. Ensure all registered players are financial by the third game of the season.
5. Present a written true and accurate record of finances to the committee at monthly meetings.
6. Present all financial accounts together with receipts annually to the club auditor prior to the AGM each year.
7. Issue Uniform Manager and Canteen Manager with necessary floats and ensure collection of same.
8. Maintain the Club's Public Liability Insurance so that it is current.
9. Provide a summary of income and expenditure via written Treasurer's Report at the Annual General Meeting in October of each year.
10. Manage Portfolio as set down by the committee.

Club Registrar

The Registrar is responsible for ensuring that all players are fully registered by the third game of each year and game tallies are received and updated in a timely manner.

1. Liaise with Team Manager Coordinator at the commencement of the season to ensure all players are registered.
2. Ensure all team sheets and voting cards are received at the completion of each round and posted to District as appropriate.
3. Attend Registrar's meetings conducted by the district.
4. Liaise with Treasurer and Team Manager Coordinator to ensure all players are financial members by the third game of each year.
5. Tally games played by each player at season's end and enter onto player card.
6. Maintain an up to date and accurate list of all registered players and distribute to relevant members of the committee as required.
7. Liaise with the Auskick Coordinator and Vice President's at the beginning of the season on recommended teams to field for the season based on registrations received on or before registration day.
8. Coordinate and purchase the player end of year trophies.
9. Report to club monthly meetings.
10. Manage Portfolio as set down by the committee

Junior Registrar

The junior registrar will report to the club registrar to ensure that all players are registered by the beginning of the season and game tallies are updated in a timely manner.

1. Liaise with Team Manager Coordinator at the commencement of the season to ensure all players are registered.
2. Ensure all team sheets are received at the completion of each round and posted to District.
3. Attend Registrar's meetings conducted by the District.
4. Liaise with Treasurer and Team Manager Coordinator to ensure all players are financial members by the third game of each year.
5. Tally games played by each player at season's end and enter onto player card.
6. Maintain an up to date and accurate list of all registered players and distribute to relevant members of the committee as required.

Coach Coordinator

The Coach Coordinator shall assume responsibility for the development of football skills amongst the players by providing effective guidance, direction and communication to the Coaches.

1. Ensure all coaches have the necessary accreditations and coordinator courses as required.
2. Conduct regular meetings with coaches to ensure effective communication, goal setting and player development.
3. Monitor coach development and provide necessary support and/or coaching to coaches.
4. Represent the club at Coach Coordinator meetings conducted by the District.
5. Report to club monthly meetings.
6. Manage Portfolio as set down by the committee.

Team Manager Coordinator

The Team Manager Coordinator shall assume responsibility for the dissemination of accurate up to date information to all team managers.

1. Responsible for ensuring that all team files are complete with all resources and information required for distribution to Team Managers at commencement of season.
2. Liaise with Team Managers at the commencement of the season to ensure they are fully conversant with correct procedures of completing team sheets, etc.
3. Direct point of contact for Team Managers.
4. Distribute monthly newsletter to Team Managers for distribution to their players.
5. Report to club monthly meetings.
6. Manage Portfolio as set down by the committee.

Auskick Coordinator

The Auskick Coordinator shall ensure the smooth running of all Auskick activities aimed at developing basic football skills amongst players with minimal pressure or opposition. This will be achieved through a close working relationship with the club committee, Auskick Coaches and Team Managers.

1. Set goals for the year and ensure a common focus is achieved with all Auskick teams. Communicate to parent's season format.
2. Attend Auskick meetings on behalf of the club.
3. Recruit and delegate roles to parent helpers, including umpiring, grounds, equipment, canteen help and first aid.
4. Regularly update and inform parent group through social media.
5. Coordinator Grid Games (if allocated AFL match through District) and Field Days.
6. Liaise with the Girls Coordinator to promote and coordinate Girls within Auskick Program
7. Coordinate the team photos
8. Liaise with Property and Equipment Managers to ensure all equipment is available for the year.
9. Report to club monthly meetings.
10. Manage Portfolio as set down by the committee.

Auskick Registrar

The Auskick Registrar is responsible for ensuring that all players are fully registered by the third game of each year and game tallies are received and updated in a timely manner.

1. Liaise with Auskick Coordinator at the commencement of the season to ensure all players are registered.
2. Attend Registrar's meetings conducted by the District.
4. Liaise with Treasurer and Team Manager Coordinator to ensure all players are financial members by the third game of each year.
5. Tally games played by each player at season's end and enter into SportsTG.
6. Maintain an up to date and accurate list of all registered players and distribute to relevant members of the committee as required.
7. Coordinate and purchase the player end of year trophies.
8. Report to club monthly meetings.
9. Manage Portfolio as set down by the committee.

Fundraising/Sponsorship Coordinator

Reporting through to the President will be responsible for all social and fundraising activities. They shall ensure that a fundraising and sponsorship programme is developed for the season to realise the financial targets set by the Treasurer and President.

1. Apply for and be holder of all permits associated with fundraising and social activities.
2. Assemble a Subcommittee as necessary.
3. Negotiate all prizes for raffles, quiz nights, etc.
4. Source sponsorships through the Sponsorship Program in the form of financial assistance, prizes and services on behalf of the club.
5. Report to club monthly meetings.
6. Act as organiser for the club for all social gatherings, including Association dinners, club functions, etc (including end of year windups).
7. Manage Portfolio as set down by the committee

Canteen Manager

The Canteen Manager will be responsible for all activities associated with the canteen each week at home games and will assume responsibility for profit generation, staffing, ordering and hygiene.

1. Develop a range and price structure of products to be sold in the canteen, which represents value and maintains profit margins.
2. Liaise with the Treasurer in relation to floats, and monies in and out.
3. Organise the delivery of products for sale in the canteen.
4. Ensure that the risk of infection is minimised through maintaining a clean and hygiene working environment, including utensils.
5. Liaise with the President in relation to any issues associated with the running of the canteen.
6. Report to club monthly meeting.
7. Manage Portfolio as set down by the committee.

Grounds Manager

Ensures the grounds are correctly marked before the first game of the season and during the season.

1. Liaise with the Senior Vice President to ensure the council has completed the initial marking of the oval for the beginning of the season.
2. Responsible for the purchase of line marking paint with receipt being given to the Treasurer for reimbursement.
3. Ensure the lines are continually visibly marked during the season.
4. Liaise with the council on any matters pertaining to the upkeep of the ground.
5. Report to club monthly meeting.
6. Manage Portfolio as set down by the committee.

Asset Manager (Uniforms and equipment)

Responsible for the management of team jumpers and kits for the club.

1. Ensure that all team jumpers are returned clean at the end of the season.
2. Manage an itinerary of jumpers and training kits issued per team.
3. Ensure that all kits are equipped with necessary equipment (i.e.: footballs, goal flags, first aid) for the season for issue to coaches.
4. Liaise with Team Manager Coordinator in relation to management of jumpers.
5. Purchase new equipment on behalf of the club with the committee authorisation.
6. Report to club monthly meeting
7. Manage Portfolio as set down by the committee.

First Aid Officer

Responsible for the management of all matters regarding First Aid.

1. Liaise with Team Managers and team First Aid officers and organise adequate training for team First Aid officers.
2. Purchase, distribute and restock depleted first aid supplies throughout the season.
3. Report to club monthly meetings.
4. Manage Portfolio as set down by the committee.

Female Coordinator

Responsible to assisting the District Development Council in the promotion of the Female Football Program.

1. Assists the District Development Council in the promotion of the Girls Football Program.
2. Liaise with junior, youth vice presidents and Auskick Co-ordinator to ensure football program succeeds in the Kwinana district.
3. Attend meetings conducted by the District in relation to the program.
4. Report to club monthly meeting.
5. Manage Portfolio as set down by the committee.

General Committee

To assist were required in the smooth running of the club were necessary.

1. Assist other portfolios where necessary
2. Attend club monthly meeting.