

Club Committee Positions Synopsis



Following are the positions available on the Sunnybank Saints Club Committee.

Each position is detailed with the purpose, required experience, and the relative commitment expected to perform the role at the required level.

The relative commitment level is also denoted by the colour coded box against the position title. The Commitment Level Required colour coding is as follows:

- Significant
- Moderate
- Minimal

Executive Positions

President

Position purpose

Leadership and management of the Club, responsible for overseeing governance and administration of the organisation, assist the committee to prioritise its goals within the overall management framework. Requires good people management skills.

Experience

Requires a well experienced member, with several years in the Club operating as team coach or manager as well as in other support positions on Committee and exposure to QCSA meetings.

Commitment

This position is a significant commitment and will require many hours of time on match days as well as many evenings through the year.

Vice-President

Position purpose

Assist President in all aspects of Club leadership and management responsibilities. Deputise for President. Requires good people management skills.

Experience

Requires an experienced member, with several years in the Club operating as team coach or manager as well as in other support positions on Committee.

Commitment

This position is a significant commitment and will require many hours of time on match days as well as many evenings through the year.

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□ Secretary

Position purpose

The secretary is generally the first point of contact for information or details about club activities, responsible for the administrative management of the organisation and provides the coordinating link between members, the management committee and external stakeholders. Requires good communication skills.

Experience

Requires an experienced member, with several years in the Club operating as team coach or manager as well as in other support positions on Committee.

Commitment

This position is a significant commitment and will require the ability to monitor and respond to club email frequently through the week, will require time constantly across the year.

□ Treasurer

Position purpose

The treasurer is responsible for the daily administration of the organisation's financial accounts, performs the financial management tasks including financial record keeping, planning and budgeting, monitoring and reporting.

Experience

Must have relevant qualifications in accounting/financial management, need not be an experienced member in Club activities, but this does help.

Commitment

This position is a significant commitment and will require several hours of time after hours through the week.

Management Committee Positions

❑ Registrars

3 positions – U6 to U8, U9 to U16 and Seniors

Position purpose

The person responsible for collecting and maintaining accurate and up to date membership records for the club within the three age group registers. Primarily this requires making sure all players are registered, financial and entered on the appropriate databases.

Experience

Requires an experienced member, with several years in the Club operating as team coach or manager as well as in other support positions on Committee. Also requires a capable administrator.

Commitment

This position varies and will require significant time during the registration period and team grading, so typically through the period mid-November to end-March, after this will require some time for additional registrations and player movements.

❑ Club Development Officer

+ assistant

Position purpose

Overseeing the implementation of the club's marketing and promotions plan and annual recruitment drive for members and players, works to improve the club's market position and achieve growth. The Club Development Officer will also help manage existing members and ensure they stay satisfied and positive, forecasting solutions or services that meet or predict the membership's future needs.

Experience

Requires an experienced member, with several years in the Club operating as team coach or manager as well as in other leadership positions on Committee.

Commitment

This position varies and will require significant time during the registration period and team grading, so typically through the period mid-November to end-March, after this will require a few hours every week.

❑ Club Equipment and Uniform Officer

+ assistant

Position purpose

Manage the procurement, storage, distribution and return of equipment (coaching and team) as well as procurement, storage and sales of various club uniform items.

Experience

Requires an experienced member, with several years in the Club operating as team coach or manager.

Commitment

This position varies and will require significant time during the formation of teams and team grading as well as the end of season returns, after this will require a few hours every week for sales, usually on a Saturday morning.

❑ Field Setup and Line Marking Coordinator

2 positions – Lister Street and Calamvale

Position purpose

Manage the setup and line marking of the club's fields, including the school fields during the playing season, provision of rosters allocating teams for line marking duties during the playing season.

Experience

Requires an experienced member, with several years in the Club operating as team coach or manager.

Commitment

This position will require a number of hours for line marking weekly during the season, usually an evening job or early Saturday morning as well as some time for setting up the rosters and monitoring performance.

❑ Senior Teams Coordinator

Position purpose

Oversee and coordinate pre-season training for senior teams, oversee and coordinate grading of senior teams and formation of teams in liaison with the Senior Registrar and Club Development Officer.

Experience

Requires an experienced member, with several years in the Club operating as team coach.

Commitment

This position varies and will require significant time during the pre-season training, registration period and team grading, so typically through the period mid-November to end-March, after this will require a few hours every week.

□ Women's Development Officer

Position purpose

Promotion of opportunities for female players in the Club to develop and grow the number of women's teams, liaison with the Registrars, Senior Teams Coordinator and Club Development Officer.

Experience

Requires an experienced female member, with several years in the Club operating as team coach or manager.

Commitment

This position varies and will require significant time during the pre-season training, registration period and team grading, so typically through the period mid-November to end-March, after this will require a few hours every week.

□ Executive Maintenance Officer

Position purpose

Responsible for upkeep and ongoing maintenance of the Lister Street grounds, including annual turf rehabilitation, turf maintenance, mowing, weed and pest control.

Experience

Knowledge of turf requirements, comfortable with herbicides and pesticides, familiar with mowing machinery.

Commitment

This position varies and will require significant amounts of time periodically during the year, weekly mowing and tending to the grounds.

□ Canteen Coordinator

Position purpose

Manage the procurement, storage, preparation and sale of food and beverage items from the club canteen.

Experience

Requires an experienced canteen operator or someone with food and beverage experience.

Commitment

This position will require a number of hours each week for food purchases and several hours operating the canteen on a Saturday morning.

□ Webmaster

Position purpose

Manage the Club's website and Facebook pages liaising with President, Secretary and Club Development Officer, provide graphic services.

Experience

Requires an experienced webmaster.

Commitment

This position will require a number of hours each week over the year.

□ Awards Coordinator

Position purpose

Manage club awards during the playing season, provision of weekly awards for teams, provision of medallions and/or pendants for junior carnivals and end of year trophies and loyalty awards

Experience

Requires no prior experience, just the desire to make kids happy.

Commitment

This position will require a few hours to arrange award providers at start of season, an hour once a month to hand out awards at club meetings and a few hours to arrange medallions and trophies with Club supplier once each in the year.

□ Minutes Secretary

Position purpose

Provide a basic secretarial service to the Club Management Committee, keeping minutes of meetings and a record of committee decisions and actions.

Experience

Ability to use MS Word and/or MS Excel to record minutes, decisions and actions.

Commitment

This position will require a few hours once a month during and after club meetings.

□ Junior Referees Coordinator

Position purpose

Take charge of referees for U6 to U8 internal competition, coordinate with U6 to U8 Coordinator to set up roster of referees, manage referees on Saturday mornings.

Experience

No experience required; Club will provide support.

Commitment

This position will require a few hours once a week during the Saturday games and one hour for club meetings once a month.

□ U6 to U8 Coordinator

Position purpose

Provide a basic coordination service to the teams in the junior internal competition, set up the game draw for the season, liaise with the U6 to U8 Registrar, Junior Referee Coordinator and U6 to U8 Results Officer.

Experience

Ability to use MS Word and/or MS Excel to set up draw.

Commitment

This position will require a few hours once before the season start and up to two hours on Saturday mornings during the season.

□ U6 to U8 Results Coordinator

Position purpose

Collect weekly match cards and collate ongoing records of team results, report these to U6 to U8 Coordinator and Director of Coaching.

Experience

Ability to use MS Word and/or MS Excel to record results.

Commitment

This position will require a couple of hours once a week during the season.

□ Social Events Coordinator

Position purpose

Assist the Management Committee to plan and manage key annual events like the end of year break-up carnival and the Seniors Dinner.

Experience

Event planning experience would be a bonus, but not essential, just the ability to coordinate a party.

Commitment

This position will require a number of hours planning for events and during the events.

□ South East Zone Representative

Position purpose

Act as the Club's liaison officer with the QCSA South East Zones management team.

Experience

No experience required, team coach or manager experience will assist.

Commitment

Small commitment during the Zones training period leading to the QCSA State Titles.