



Maribyrnong Park Football Club - Committee Position Outlines

Executive Committee:

President: To provide strong, efficient and effective leadership for the club. To ensure the club promotes the participation and achievement of the senior football teams at the highest level; and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the club. Ensure the club is run efficiently, financially and socially to support the on-field activities. Acts as or ensures his/her delegate acts in the best interests of the club at League or Delegates Meetings. Supports all Managers, Committee members and football staff.

Secretary: To ensure that appropriate administrative support is provided to the President, General Committee and sub committees. Assist with/provide a "whole of club" planning focus to ensure the overall efficient management of club functions. Manage business considered by the Club Committee. Provide support to the executive and committee members to ensure the efficient operation of the club. Acts as or ensures his/her delegate acts in the best interests of the club at League or Delegates Meetings.

Treasurer: Ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times. Provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Vice President Junior : Ensure the continued development, promotion and advancement of junior football and players within the club. Maximise opportunities for young people to play football and be involved in the game to enhance achievement of their potential and enjoyment. Ensure a positive environment is maintained for all participants and parents and provide support for coaches and volunteers.

Vice President Senior Male: Co-ordinate all off field football activities for the clubs' senior Male teams (including U18.5 teams) to ensure all players and off field staff are provided with the highest level of support, that will enable them to compete and perform at the highest level. To provide support to the executive and committee members to ensure the efficient operation of the club

Vice President Senior Female: Co-ordinate all off field football activities for the clubs' senior Female teams (including U18.5 teams) to ensure all players and off field staff are provided with the highest level of support, that will enable them to compete and perform at the highest level. To provide support to the executive and committee members to ensure the efficient operation of the club

General Committee:

Facilities: To manage the clubs' physical facilities (buildings, grounds and ovals) to ensure a high standard of safety and presentation for matches, training, events and other activities conducted from time to time. To manage and oversee the operations of the clubs' canteen and bar activities, ensuring efficient operation and staffing of same is arranged. To provide support to the executive and committee members to ensure the efficient operation of the club (Role may be split across two members)

Grants & Fundraising: Seek out Grant funding opportunities that will assist club funding and development opportunities. Seek out and evaluate external fundraising opportunities outside of usual sponsorship activities. Maximise revenue through the conduct of approved raffles through the course of the year



Sponsorship: Maximise the number of sponsors supporting the club and revenue from the sponsorship base. Manage the relationship between the club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long-term basis. Support the executive and committee members to ensure the efficient management of club sponsorship activities.

Volunteer Management: Coordinate club volunteers to fill all 'off field' positions required to ensure the club operations run smoothly at all times including canteen, bar, BBQ, and any other areas that require volunteer support.

Off Field Apparel & Merchandise: Manage all off field apparel. To provide support to the Executive and Committee members to ensure the efficient management of club merchandise sales, and provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect the club.

Registrar & Memberships: To ensure all players are registered or transferred in accordance with the league rules and regulations. To provide coordination of club membership activities

Events & Social: To establish a broad social calendar for the season. Provide a range of appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community. Provide support to the Executive and Committee members to ensure the efficient operation of the Club.

Council Liaison: Establish and maintain a strong and healthy working partnership with local government. Ensure clubrooms and oval remain at the highest possible standard at all times

Communication & Marketing: To promote and market the club in a positive light at all times. Coordinate all communications to club members, players, and other interested parties. Coordinate management of club website and social marketing activities.