



# Staffordshire Surge Club Committee Roles

(Updated 18/04/2021)



## **Chairman:**

- Organise committee meetings (venue, date and time), ensure they are held regularly and remain professional
- Work with committee to create agendas for committee meetings
- Ensure all committee members (and any additional officers/managers) complete the tasks related to their role to the best of their ability
- Provide support to committee members should it be required
- The Chairman has the casting vote on all votes at committee meetings
- Organise the AGM and EGM (if required)
- Act as a delegate to attend league meetings if required
- Manage internal player and coach development along with Head Coach
- Manage investment in team equipment and software alongside Finance Director

## **Club Secretary:**

- Ensure that club affairs are conducted in a legal and proper manner
- Ensure the Club Constitution is upheld
- Ensure the club adheres to all relevant and required policies
- Booking training facilities
- To register the team with BAFA
- To act as administrator of, and aid players in the use of, the BAFA registration system
- To keep accurate records of players' contact details including but not limited to emergency contact information and necessary medical information
- Manage club assets and storage of equipment
- Act as the committee's point of contact with BAFA
- To take minutes at committee meetings and distribute them to the other committee members
- Be responsible for the training attendance register

## **Finance Director:**

- To control and monitor the club's accounts
- Forecast expenditure and monitor team cash flow in accordance with forecast
- Manage club membership fees/subscriptions
- Collect membership fees and subscriptions (and any additional monies owed to the club)
- Act as a signatory to the club bank account
- Report on club finances at Committee meetings
- Report on club finances at the AGM
- Manage investment in team equipment and software



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## **Communications and Welfare Director:**

- Communicate with players and committee/coaches regarding any complaints or grievances
- Responsible for the administration of the team website
- Responsible for writing/designing/approving official team announcements
- Responsible creating recruitment campaigns/event
- To work with the Gameday Manager to organise photography for games (and other club events where required)
- Managing correspondence with the local community
- Build relationships with suppliers, potential sponsors, local authorities and fitness/physio providers
- Organisation of promotional/charity/fund-raising events
- Monitor direct messages sent via Facebook, Twitter and Instagram
- Promote the club and club activities via all social media channels with approved promotional material
- Create and share Facebook events for training, games and social events

## **Gameday Manager:**

- Agree game schedule with BAFA and the other teams within our division (and should it be required, teams involved in post season playoffs)
- Book required medical cover for all home games
- Manage home pitch bookings and markings
- Book away game transport
- To work with the Communications and Welfare Director to organise photography for games (and other club events where required)
- Responsible for the allocation of team shirt numbers
- Organising friendly games
- Responsible for game day filming