



Staffordshire Surge Club Committee Roles

(Updated 02/09/2022)



Chairman:

- Ensure committee meetings are held on a regular basis as required.
- Organise committee meetings (venue, date and time).
- Ensure committee meetings are kept in order and address the issues that matter to the club.
- Ensure all other committee members and officers complete the tasks related to their role to the best of their ability
- Having 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

Club Secretary:

- Ensure that club affairs are conducted in a legal and proper manner.
- Ensure the Club Constitution is followed.
- Ensure the club adheres to all relevant and required policies.
- Be responsible for the team child protection policy and manage compliance.
- Appoint a first aid representative.
- Registration of the team with BAFA.
- To act as administrator of, and provide assistance to players for, the BAFA registration system.
- Keeping accurate records of players contact details including but not limited to emergency contact information and necessary medical information.
- Manage club assets.
- Act as the committee's point of contact for BAFA business.
- Agree a game schedule with BAFA and other teams.
- Game day management.
- Manage home game pitch bookings and markings.
- Manage away game transport.
- Address player complaints.

Finance Director:

- Implementing and controlling the club financial plans and keeping accounts.
- Ensure funds are available for purchases that are authorised by the committee.
- Collecting subscriptions and membership fees and any monies owed to the club.
- Managing team cash flow.
- Act as a signatory to the club bank account.
- Report on club finances at committee meetings.
- Report on club finances at the AGM.
- Managing club membership fees and subscriptions and methods of payment.
- Manage financial forecasting.



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Marketing Communications Director:

- Specifically responsible for marketing activities.
- Responsible for the administration of the team website.
- Responsible for team social media.
- Manage official team communications.
- Manage the team email address.
- Responsible for recruitment campaigns and events.
- Organising photography for games and other club events where required.
- Promoting the team through merchandising.
- Managing correspondence with the local community.
- Build relationships with suppliers, potential sponsors and local authorities.
- Organisation of promotional/charity/fund-raising events.

Footballing Activities Officer and Player Representative:

- Manage internal player and coach development.
- Encourage players to attend training.
- Be responsible for the training attendance register.
- Building relationships and player deals with fitness and physio service providers.
- Responsible for the allocation of team shirt numbers.
- Organising friendly games.
- Management of our coaching responsibilities with other teams.
- Responsible for scouting and game day filming.
- Manage investment in team equipment and software.