



MAJURA JUNIOR SOCCER CLUB

EXECUTIVE COMMITTEE MEMBERS

a) President

- i. Provide leadership for the Club;
- ii. Oversee the administration and governance of the Club;
- iii. Conduct and chair all meetings of the Club at which they are present;
- iv. Act as the delegate of the Club to Capital Football and other organizations, or appoint a nominee to act as such a delegate;
- v. Act as the principal spokesperson for the Club; and
- vi. Liaise with other members of Capital Football and represent the Club to Governments and other stakeholders.

b) Vice President Administration

- i. Act as president if the President is absent in accordance with the duties in Part 4 Clause 32a);
- ii. Oversee the policy and planning functions of the Club in accordance with the objects and purposes of the Club;
- iii. Assist with the preparation of policy and planning papers for the Committee in consultation with other Committee Members;
- iv. Report to the Committee on matters relating to the Administration of the Club; and
- v. Oversee the duties of the Canteen Manager.

c) Vice President Soccer

- i. Represent the views and objectives of the Club to the members as they relate to player and coach development, including representative squads/player pathways;
- ii. Oversee and act as liaison with Age Group Coordinators;
- iii. Oversee, be responsible for and consult with the Director of Coaching on matters relating to players and coaches; and
- iv. Report to the Committee on matters relating to players, coaches and technical development.

d) Treasurer

- i. Oversee the financial management of the Club;
- ii. Prepare an annual budget in consultation with the Executive Committee of the Club;
- iii. Provide financial control within the budget and cash flow in accordance with the objects and purposes of the Club;
- iv. Report to the Committee on monthly financial statements; and
- v. In consultation with Executive Committee Members of the Club, prepare financial statements for audit and the presentation of annual financial statements for the Annual Report and the Annual General Meeting.

EXECUTIVE COMMITTEE MEMBERS (Cont.)

e) Registrar

- i. Supervise player registrations;
- ii. Oversee the maintenance of the player registration database;
- iii. Provide player and team lists as required by the Committee and Capital Football;
- iv. Monitor the authenticity of player names, divisions status and other details submitted on match cards;
- v. Liaise with Capital Football concerning all registration, match card and ID card matters; and
- vi. Report to the Board on matters relating to registrations and match cards.

f) Secretary

- i. Be responsible for all correspondence to and from the Club;
- ii. Set meeting agendas in consultation with other Committee Members;
- iii. Minute all meetings and distribute those minutes;
- iv. Assist with the drafting of information for any publicity purposes;
- v. Monitor and assist with the drafting of information for the Club's website; and
- vi. Maintain and update the Committee contact lists.

g) Equipment Officer

- i. Be responsible for the purchase and maintenance of all playing equipment for the Club in accordance with the MJSC Budget and asset management plan;
- ii. Supervise distribution and collection of all playing equipment; and
- iii. Report to the Committee on matters relating to playing equipment.

h) Public Officer

- i. Be responsible for matters relating to the incorporation of the Club in accordance with the Act;
- ii. Be responsible for the Club Seal;
- iii. Liaise with the Australian Securities Commission and any other organisations concerning lodgement of any and all documents relating to the operation of the Club; and
- iv. Report to the Committee on matters relating to the incorporation of the Club.