

PAPAMOA FOOTBALL CLUB COMMITTEE MEMBER JOB DESCRIPTION

Papamoa Football Club Committee Member 'Profile'

Committee Members are responsible for representing the views of the members to key stakeholders. Committee Members are elected by the club members at the AGM. Committee members are expected to undertake set tasks and undertake these as a priority over other memberships they hold.

Responsible To

The Board Committee Members report directly to the Management Board / Committee of Papamoa Football Club.

Prerequisite

Has the time to complete the role to the best of their ability.
Prioritisation of the club

Job Roles

A committee member will be assigned a specific job role.

Skills

Ideally, in this position a Board / Committee Member can demonstrate the following skills:

- Can communicate effectively and work as part of a team.
- Can disagree without being disagreeable.
- Willingness to learn.
- Must make time to ensure the role is completed.
- Impartiality
- Ability to work to a timeline.
- Proactive
- Active interest in all areas of the club

Main Duties & Responsibilities-

- Attendance at committee meetings and general Club duties where / when possible
- Organise and manage Junior prizegiving with club admin (including purchasing of all items necessary for prize giving-trophies /certificates/ coach presents etc) for 8th grade to 12th grade.
- Organise gear bags/equipment(and purchase of required items) for Junior teams and distribution of equipment/gear to teams
- In conjunction with the club administrator (if we have one) and DOF to ensure all Junior /coaches / manager teams are correctly loaded into comet/friendly manager (including team rankings etc)
- Appoint Team selectors and assist the club administrator (if we have one) in organising team photos.
- Upkeep of season information on our website relevant to Junior teams(must be completed prior to accepting registrations.
- Attend Waibop meetings which have junior content.

The estimated time commitment required as a Committee Member of Papamoa Football Club is 1.5 hours per week

Last updated November 2023

In year one of the new constitution a committee member can hold 2 other membership types, in year 2 of the constitution 1 other membership type.



