

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 task

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-

- Attend Committee meetings.
- General committee tasks when and where required.
- Responsible for the development of sponsorship opportunities and driving revenue through things such as the club golf day
- Assist the Senior Coordinator/DOF/club staff and volunteers with selection of teams and coaches
- Assists with the maintenance, repair and movement of club assets (such as goals)
- Organise gear bags/equipment (and advise of items requiring purchasing) and assists with distribution of equipment/gear
- Responsible for ensuring the club gear sheds are always clean and tidy.
- Game day responsibility for the Bay Men

The estimated time commitment required as a Committee Member of Papamoa Football Club is 75 hours.

Last updated December 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.



