

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

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.
- Liaison between Papamoa FC and Waibop with regards to the Legacy Plan
- Development of Fantails(or similar programme) etc and growth of additional revenue
- Growing female volunteer base
- Assist the Senior Coordinator/DOF/club staff and volunteers with selection of senior teams and coaches
- Appoint team allocators for Junior/Youth female
- Attendance at Waibop meetings which have female / women content.
- To work with the club administrator to ensure all female teams/ coaches/managers/players are correctly loaded into comet / friendly manager (including team rankings etc)
- Organise gear bags/equipment(and advise of items requiring purchasing) for female teams(excluding minimoa)
- Management of Senior prizegiving.
- Management / Presentation of 100 club players/jackets
- Game day responsibility for the Bay Woman

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

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.



