

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.
- Board representative to be responsible for the maintenance and movement of all club equipment.
- Upkeep of season information on our website relevant to Junior teams(must be completed prior to accepting registrations.
- Board representative in Community Youth football (attendance at Youth football meetings), assist the DOF and Club administrator with appointment and management of Youth teams (Boys)
- Appointment of Team organisers
- Organise gear bags/equipment(and purchase of required items) for Youth teams and and with distribution of equipment/gear to teams
- Upkeep of season information on our website relevant to Junior teams(must be completed prior to accepting registrations.
- General committee tasks when and where required.

The estimated time commitment required as a Committee Member of Papamoa Football Club is 60-80 hours.

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.



