

## PAPAMOA FOOTBALL CLUB COMMITTEE MEMBER JOB DESCRIPTION

### Papamoa Football Club Committee Member 'Profile'

Board Members are elected by the club members at the AGM. Board members must undertake the required work/tasks to meet Club goals and objectives.

Under our Club constitution, board members must prioritise the club, make decisions in the club's best interests, and invest time equal to that of others on the Board.

Board members involved in other areas of the club by membership type will be excluded from decisions in that area to avoid conflict of interest.

### Responsible To

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

### Prerequisite

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

Prioritisation of the club and prioritisation of the board membership type

An undertaking that the person will only hold a maximum of one other membership type at either Papamoa FC or FC Tauranga Moana

### Job Roles

Board members will be assigned specific roles to lead. This could be, for example, sponsorship, council relationships, maintenance head, strategic planning, policy and procedures, etc. All board members will be assigned a minimum of one area.

### Skills

Ideally, in this position a Board 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 board meetings and general Club duties

The estimated time commitment required as a Board Member of Papamoa Football Club is **4** hours per week

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