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Located: Birmingham Road, Carrara, 4211 Postal Address: PO Box 4671 Robina Town Centre 4230

PROPOSED ROLES & RESPONSIBILITIES 2011

CLUB BOARD

Over-arching responsibility for all elements of the Club.

PRESIDENT

*Overall responsibility to drive and manage the Club in consultation with the Committee

*Overall representation of the Club at local and State level.

VICE PRESIDENT

*Supplementary role to the President.

TREASURER

*Management and supervision of all financial matters including budgets, banking, projections.

SECRETARY

*Preparation and maintenance of all player registrations.

*Compilation of all Club correspondence for Board approval.

*Collection and distribution of hard mail.

*First point of contact for email.

*Secretariat responsibility for Club meetings.

MANAGEMENT COMMITTEE:

MARKETING/MERCHANDISING MANAGER

*Overall coordination of all Merchandising e.g hats, jackets, shirts & bag.

SPONSORSHIP MANAGER

*Sponsorship co-ordination and gathering - VITAL

Plus all BOARD MEMBERS

FOOTBALL COMMITTEE:

REGISTRAR

- *Co-ordination and supervision of all elements of sign on day for junior players.
- *Co-ordination and supervision of senior sign ons on designated training nights.
- *Compilation and management of Club membership database.

SENIOR DIRECTOR

- *Overall management of the 3 senior teams and support crew (pyshio etc.), including organization of training and game day requirements.
- *Contact person for GCS Federation re game changes etc.
- *Contact person for GC Bulletin or other media.

JUNIOR DIRECTOR

- *Overall management of all junior teams.
- *First point of contact for all team managers/coaches.
- *Contact person for GCS Federation re game changes.
- *Contact person for ground closures advice to team managers.
- *Contact person for all Carnivals.

COMPETITION MANAGER

- *Oversight of all competition teams.
- *First point of contact for all team managers/coaches.
- *Responsible for management of match sanctions.

ROOBALL MANAGER

- *Oversight of all rooball teams.
- *First point of contact for all team managers/coaches.

CANTEEN CO-ORDINATOR

- *Overall management of canteen (including stock control, purchases, sales, cleaning, service and budget).
- *Co-ordination of volunteers for both canteen and ground officials for ALL games i.e. Friday night, Saturday morning, Saturday afternoon.
- *Organisation of raffle for each home game, including purchase of prizes, tickets, etc.

EQUIPMENT & GROUNDS MANAGER

- *Maintenance of all equipment, including nets, balls, etc.
- *General cleanliness of club grounds.
- *Checking of line marking status and field maintenance.