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| Picture 5 | **Committee Member Role Statement** |

**Role Specification**

**Committee Members Must:**

1. Understand and identify with the aims and ethos of this organisation.
2. Be committed to the safety and care of children.
3. Be committed to their own growth and development as a Team Member, and subsequently undertake required training.
4. Have a current Blue Card
5. Undertake Child Safety Training
6. Uphold and support our Christian Ethos.
7. Have a understanding of the QCSA By-Laws

**General Responsibilities:**

1. To adhere to the ethos of this organisation as set out in our policies.
2. To willingly adhere to the appointment process for becoming a Team Member.
3. To read, understand and agree to abide by the guidelines in the *safe ministry check*
4. To undertake training where appropriate.
5. To ensure the protection of program participants, and of our organisation, by following procedures put in place.
6. To work as part of a team of committed people for the purpose of the program.
7. To fulfil specific roles and tasks given by the Executive committee to the best of your ability.
8. To ensure that high standards are kept within the program (safety, hygiene, care of equipment, conduct of leaders)
9. To be accountable to Executive committee.
10. To attend committee meeting.

**Specific Responsibilities – Can be one of:**

* Grounds Person- Liaise with QCSA beginning of season. Ensure fields are suitable for training and games. Weather decisions. Opening Gates, Arrange Line Marking, Arranging Setting up nets etc
* West Zone Rep - Responsible for attending WestZone meetings (less than monthly) as a Whitehill FC representative
* Discipline Officer - Attending Discipline Hearings when necessary to support Whitehill FC players. Contacting players when Cards have been issued.
* Grants Officer - Notifying Executive of available grants. Applying for applicable grants
* Fundraising / Sponsorship Officer - Exploring Fundraising opportunities. Coordinating Whitehill FC to get involved in fundraising activities. Seeking sponsorship for the Whitehill FC. Coordinating sponsorship drives
* Results Officer - Call Coaches/Managers on Saturday night. Ensure all results are uploaded successfully. Communicate Results via FB/to Social Media Coordinator
* Canteen Convenor - Manage the Canteen. Coordinate volunteers to assist with this task
* 2 \* Player Representatives (Junior and Senior) - Player representative to the Whitehill FC committee member meetings. Provides a players view of how they think the club is going and any improvements that can be made.
* Junior Referees Coordinator - Responsible for ensuring u6/7/8 games have a referee and provide training for new referee’s

**Election of Committee Member:**

The Committee Member shall be elected at the Annual General Meeting in each year and who shall hold office until:

\* The conclusion of the next succeeding Annual General Meeting or;

\* Advising the Whitehill FC Executive Committee of prior resignation.

**Resignation:**

The Committee Member may resign from the Whitehill Football at any time upon:

\* Giving one (1) months' notice in writing to the Secretary; and

\* The resignation being accepted by the Whitehill Football Executive

**Estimated Time Commitment:**

Time commitment would be approx. 2-3 hours per week January to December.

Plus 1 committee meeting every 3 months.

**Appointment:**

A Team Member is appointed to a program under this organisation’s Appointment Policy. The Team Member is responsible to the Executive Committee (and ultimately to this organisation).

**Whitehill FC Roles**

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| **Volunteer Position** | **Volunteer Name** | **Executive Role** | **Committee Member Role** | **Tasks** |
| President |  | Yes |  | As per President Role Statement |
| Secretary |  | Yes |  | As per Secretary Role Statement |
| Treasurer |  | Yes |  | As per Treasurer Role Statement |
| Director |  | Yes |  | As per Director Role Statement |
| Grounds Person |  |  | Yes | As per Committee Role Statement |
| West Zone Rep |  |  | Yes | As per Committee Role Statement |
| Discipline Officer |  |  | Yes | As per Committee Role Statement |
| Grants Officer |  |  | Yes | As per Committee Role Statement |
| Fundraising / Sponsorship Officer |  |  | Yes | As per Committee Role Statement |
| Results Officer |  |  | Yes | As per Committee Role Statement |
| Merchandise Officer |  | As per Treasurer Role Statement | Yes | Taking and placing orders. Delivering orders and receiving payments |
| Canteen Convenor |  |  | Yes | As per Committee Role Statement |
| Insurance Claim Officer |  | Part of the Secretary Role |  | As per Secretary Role Statement |
| Social Media Coordinator |  | Part of the Secretary Role |  | As per Secretary Role Statement |
| Newsletter/Communications |  | Part of the Secretary Role |  | As per Secretary Role Statement |
| Fundraising / Sponsorship |  |  | Yes | As per Committee Role Statement |
| Grants Officer |  |  | Yes | As per Committee Role Statement |
| Player Representatives - (Junior and Senior) |  |  | Yes | As per Committee Role Statement |
| Volunteer Support |  | As per President Role Statement |  | Oversight and pastoral support of all volunteers, as listed here, also coaches and managers |
| Risk/Compliance Officer |  | As per Director Role Statement |  | Ensure Whitehill FC is compliant with relevant legislation. - keeping in partnership with Secretary. |
| Junior Referees Coordinator |  |  | Yes | As per Committee Role Statement |