



Policy Name:

Association Committee: Key Roles, Functions and Responsibilities.

Policy Authorisation and Date:

Association Committee 11th FEB 2013

Association Committee: Key Roles, Functions and Responsibilities

Developed and Authorised by: Association Committee Sept 2005.

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1. Association Composition and Governance

Policy Statement:

The Members and Office Bearers of the Kensington Flemington Junior Sports Club are clear that they operate their affairs in accordance with the governing *Rules of the Association*.

Kensington Flemington Junior Sports Club aims to recruit the best possible members to achieve best practice governance and member representation across the relevant sporting committees. All members should bring an independent judgement to bear in decision-making.

The *Rules of the Association* clearly sets out the specific governance structure and process for both the appointment and removal of members. Conditions, eligibility and procedures for the appointment of members are in accordance with these *Rules*.

Criteria for new Members:

- Alignment to Sporting Club's Philosophy & objectives
- Strategic thinking and analytical skills (to create the future, not mind the shop)
- Independence of mind
- Courage (an obligation that your views and opinions are voiced and open to challenge and examination)
- Time commitment
- Team work and leadership skills

Responsibilities:

It is the responsibility of the Association Members to:

- Be responsible for ensuring through the Operational Limitations that the Association manages its risks and achieves its stated objectives within the overall stated philosophy;
- To declare any Conflict of Interest in accordance with Policy;
- Conduct themselves ethically, honestly and have the best interest of the Association reflected in their actions in accordance with Policy;
- Assist in identifying skills and experience necessary to achieve and maintain effective governance through new membership and/or co-opting relevant expertise as is appropriate; and
- Ensure appropriate representation of each sporting committee auspiced by the Association.

Governance Procedure:

- The Elected Association Committee Members will each have an Office. This includes the following:
 - ~ President
 - ~ Vice President
 - ~ Secretary
 - ~ Treasurer
 - ~ Ordinary Member
- The elected Association Committee members appoint one of the Association Committee members to the Office of Vice President (Ordinary) at the first Association Committee meeting after the Annual general Meeting.
- The elected Association Committee members appoint the President of each sporting club to the Association Committee to the position of Sports Vice President;
- The elected Association Committee may co-opt additional members, provided the total number does not exceed 11 persons;
- In accordance with the Associations Incorporation Reform Act 2012, the term 'Public Officer' is replaced with the term 'Secretary'.
- All Association Committee Members must have a valid Working With Children Certificate;
- The Association must not contravene the Rules as set out in the *Rules of the Association* Amended 2012;
- The Association must ensure appropriate fiscal management of its affairs; and
- All new Members are orientated to their position in accordance with the Associations Member Induction Governance Policy and associated position descriptions.

Reference Documents:

- *Rules of the Association* 2005. Amended Nov 30th 2012.

2. Key Roles: Responsibilities and Duties

President

The President is the principal leader of the club and has overall responsibility for the Association's administration. The President provides leadership and direction to the Association committee, its employees, and its members.

Responsibilities and Duties:

- Be fair and reasonable and show consideration and understanding of the expectations of everyone involved in the club.
- Be unbiased and impartial, give clear direction and set an example for others to follow.
- Chair all committee meetings, all Special General Meetings and the Annual General Meeting.
- Be an effective and efficient chairperson, encourage focused discussion and have a sound knowledge of debating and meeting procedures.
- Represent the club to the wider community in a positive and professional manner.
- Liaise with external organisations which impact upon the ongoing viability and vibrancy of the club
- Be well informed of all club activities.
- Ensure that responsibilities delegated to the Committee and various office bearers are widely communicated, understood and followed through.
- Have a sound understanding of the Association rules, the constitution and the responsibilities and duties of office bearers, sub-committees and members of each sporting club's Operations Committee.
- Ensure at all times that the management of the Association remains positive and progressive and the objects and aims of the club are respected and observed.
- Be prepared to make difficult decisions on behalf of the club if necessary.
- Oversee Risk Management Procedures for the Association.
- Be a signatory on all Association bank accounts with at least one other person

Secretary

The Secretary's primary role is to ensure the efficient flow of communication between committee members and throughout the Association.

Responsibilities and Duties:

- Have a good working knowledge of meeting procedures.

- Prepare agendas, reports and papers for all Committee meetings.
- Take minutes at all Board/Committee meetings and at the AGM. Board/Committee and club members.
- Maintain confidentiality on relevant and delicate matters.
- Clear the mailbox regularly so that correspondence can be distributed and dealt with at meetings.
- Record all inward and outward correspondence and acknowledge where necessary.
- Ensure the Bookkeeper-Clerk maintains a list of KFJSC members in accordance with the requirements of the Association Rules.
- Have a good understanding of the Association constitution, rules and regulations and responsibilities of all office bearers and of each sporting club's Operations Committee.
- Complete appropriate documentation to ensure insurance coverage is in place.
- Maintain Association administration records .
- Support all media, promotion, marketing and sponsorship activities.
- Be a signatory on all Association bank accounts with at least one other person.
- In accordance with the Associations Incorporation Reform Act 2012, the secretary shall fulfil the role of 'public officer'.

Treasurer

The Treasurer is responsible for the management of the Association's accounts and its financial dealings and for supervising the bookkeeper-clerk.

Responsibilities and Duties:

- Be fully aware of the financial position of the club at all times and keep the Committee and the individual sporting Clubs informed of all financial trends and any areas of concern.
- In conjunction with each sporting Club Chair or delegate, prepare an Annual Budget for each Club and any other operating entities within the Association .
- Facilitate authorised reimbursement for operating expenditure.
- Provide Monthly Financial Reports to the Association Committee and to the sporting Clubs. These must include at least the following items for each reporting entity and a consolidated result:
 - Year-to-date profit & loss statement with variance to budget
 - Balance sheet (including current bank account balances)
 - List of cheques issued during the current financial year
 Projected "end-of-season" profit & loss statement and cash position for individual clubs.

- Prepare full annual financial statements for presentation to:
 - The financial auditors for the club
 - The AGM of the club
 - The appropriate statutory authority
- Manage the Association's cash flow and maintain a working level of petty cash.
- Have systems in place that ensure transparency and accountability.
- Have systems in place that require receipts to be issued for all cash income, and which ensure that all monies are deposited promptly.
- Ensure that adequate records are kept regarding the club's financial transactions.
- Supervise the Bookkeeper-Clerk.
- Maintain appropriate records substantiating payments to the Book-Keeper-Clerk and Canteen Manager.
- Calculate employees' wages and/or check and authorise subcontractor's invoices.
- Handle payroll and income tax for employees.
- Be a signatory on the Association's cheques with at least one other person.
- Ensure bank authorisation procedures for cheque signatory changes are completed promptly and in accordance with the Association's Rules.
- Oversee and advise on the financial aspects of fundraising initiatives
- Invest surplus funds and manage the Association's investment program.
- On behalf of the Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required.

3. All Members Including Ordinary Members: Responsibilities and Duties

Operational

Coaching & Team Selection

- Ensure that agreed Association policies and philosophies are maintained in relation to Coaching
- Ensure that agreed Association policies and philosophies are maintained in relation to Team Selection
- Sit on Coach and Team selection committees as required by the individual Clubs.

Uniforms

- Ensure that agreed KFJSC policies and philosophies are maintained in relation to Uniform purchases.
- Coordinate discussions between clubs and the association regarding proposed changes to uniform policy or deviations from it.

Grounds

- Co-ordinate discussions between clubs regarding ground requirements each season and act as arbiter if needed.
- Liaise with the relevant Council and any other organisations to ensure sufficient grounds and facilities are available for all teams across all sports at all times.
- During seasons when more than one individual Club is using the same Grounds on the same match day, prepare and manage a roster of Game-day Ground Managers ensuring that there is an equitable distribution of responsibility between the individual Clubs over the season.
- § Game-day Ground Managers are responsible for:
- s ensuring buildings are unlocked at the beginning of the day and locked at the end of the day,
- s that there is ambulance access to the ground, and
- s solving unexpected problems relating to facilities and Club equipment on game days.

Equipment

- Co-ordinate arrangements relating to off-season storage of equipment.
- Co-ordinate security measures including keeping a register of key holders and of code-holders for key safes.

Canteen

- Supervise the Canteen Manager particularly with regard to maintaining optimal stock levels and ensuring that the canteen is open on all appropriate days and times.

Non-Operational

Marketing & Sponsorship

(Note: Sponsorship is an Association responsibility – Clubs do not apply for sponsorship)

- Ensure that all logos, designs, colours, merchandise, trademarks, copyrights etc. are protected (where necessary) and their use is in accordance with Association policy.
- Identify sponsorship opportunities
- Develop and implement a sponsorship servicing program that provides value for sponsors, or maintain any existing sponsorship program.
- Present sponsorship proposals to interested parties.
- Prepare sponsorship submissions and all supporting material.
- Ensure that all commitments are acquitted according to the terms of the respective
- sponsorship agreements.
- Prepare a report of the current state of sponsorships, to be tabled at Association committee meetings

Grants

- Note: Grant applications are made by the Clubs
- Work with the relevant person from each of the Club Operations Committees to ensure that grant opportunities are shared equitably between the Clubs.
- Oversee the preparation of grant applications by Clubs.
- Ensure that Clubs acquit funds received from government and/or council grants as required and, in conjunction with the Treasurer, submit the necessary financial statements.
- Maintain an ongoing register of grant applications and results for tabling at Association committee meetings.

Fundraising

Note: Fundraising programs/events may be initiated by the Association or by the Clubs

- Prepare a summary of all completed, ongoing and future fundraising activity for tabling at each Association Committee meeting

Association Initiatives

- Develop a fundraising program/strategy which takes into account the needs of each of the individual Clubs, or maintain any existing program.
- Organise fundraising activities and functions as required by the Association Committee
- Maintain appropriate fundraising records as required by the Treasurer.
- Supervise the collection of all monies raised and arrange payment to the Treasurer.
- At the end of each function or activity, in conjunction with the Treasurer, reconcile all funds raised.
- Co-ordinate any events which involve more than one individual Club and/or outside parties.

Club Initiatives

- Provide advice and support, including ensuring that all necessary permits, registrations and approvals are obtained.
- Key Roles, Functions & Responsibilities of
- KFJSC Association Committee & paid positions
- Maintain open lines of communication with the relevant people from each of the Club Operations Committees to ensure that fundraising programs and events do not clash.

4. Paid Positions: Job Descriptions

Canteen Manager

The Canteen Manager is a paid position which reports to the Vice President (Operations) and is responsible for the proper management of the club's canteen on match days and at other events and functions nominated by the Committee.

Responsibilities & Duties:

- Obtain all relevant OH&S and safe food handling/preparation procedures and guidelines.
- Establish canteen operating hours and prepare a volunteer canteen roster.
- Order all food and drink items considered necessary to stock the canteen to ensure patrons' needs are met but wastage is minimized.
- Arrange pick up/delivery of all canteen items.
- Serve in the Canteen and supervise volunteer canteen staff.
- Obtain and account for any floats that are required from the Treasurer.
- At the end of each day's trading, in conjunction with the Treasurer or other designated member, count and balance the takings.
- Maintain appropriate records as required by the Treasurer.
- Ensure that the canteen and its contents are secure at all times.
- Ensure all equipment including BBQ/s are in safe working condition.
- Keep the Board/Committee informed of all relevant matters.

Bookkeeper-Clerk

The Bookkeeper-Clerk is a paid position, which reports to the Treasurer and maintains the financial records of the Club and the register of members.

Duties and responsibilities

- Record and allocate deposits to appropriate accounts
- Provide lists of player Registration fees received to the individual clubs in a timely manner
- In liaison with individual club Administrators, follow up on unpaid registration fees as requested
- Record and prepare accounts for payment ensuring appropriate authorisations have been obtained
- Provide bank reconciliations and any other reconciliations requested by the Treasurer