

CRONULLA RSL YOUTH SOCCER CLUB

A Division of Cronulla RSL Sub-Branch Youth Club Inc.



ROLES OF EXECUTIVE MEMBERS

ROLE OF PRESIDENT

Responsible for:

- Ensure the smooth running of the club and adherence to the clubs rules and principles.
- Work to ensure all key positions are filled appropriately.
- Take primary responsibility in implementing the strategies and policies set by the executive.
- Chair and administer monthly meetings

ROLE OF VICE PRESIDENTS

Vice President – Maintenance and improvement of our ground and facilities.

Responsible for:

- Preparation of the ovals prior to the commencement of the season
- Ensuring the ovals are left in acceptable condition for the summer activities
- Maintenance of the ovals during the season
- Maintenance of the club house

Vice President – Association and Player Liaison.

Responsible for:

- Attending Association meetings & Judiciary meetings as the Club's players' representative.
- Liaising with Age Group Managers and Coaches/Managers in resolution of soccer related issues or disputes not able to be resolved at a lower level.



ROLE OF SECRETARY

Responsible for:

- Focal point for all mail/correspondence – in and out.
- The distribution of mail/correspondence to the appropriate person or persons.
- Co-ordination of correspondence sent to external parties.
- Maintenance of Club email and contact lists
- Maintenance of our website. This will include ensuring managers have access to the site for writing reports and making sure all reports are appropriate and do not denigrate our or our opponent players and referees.
- Ensuring information on the Club website is accurate and up to date.
- Develop with the executive strategies to improve our internet and email services
- Liaise with our web designer re improvements and problems.
- Maintain a record of Minutes of Monthly Meetings (task of recording may be delegated to a Minutes Secretary)
- Given sponsors will communicate to our members via the web this role will be responsible for organising sponsorships.
- Ensure appropriate advertising and promotion of our registration days in order to attract players

ROLE OF ASSISTANT SECRETARY

Responsible for:

- Monitor all notifications from the association regarding the draw, amendments etc and is responsible to ensure the relevant people within the club receive the details of these notices.
- Ensure teams eligible for State Cups and Champions of Champions have the opportunity to enter.
- Rostering teams on for duty, ground control including executive members to be duty Ground Manager/Central Ground Controller

ROLE OF TREASURER

Responsible for:

- Maintenance of the Clubs books and the preparation of monthly and annual financial reports.
- Review and implementation of, and compliance with Club's Cash Management Policy.
- Management of relevant Club Insurances