



## ANUWFC Committee Portfolios

This By-Law is operational and applies to all ANUWFC members, coaches, volunteers, visitors or partners as appropriate from the date of its publication. The signatories below declare this by-law has been approved by the ANUWFC Committee on 23 September 2020.

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President: *Rosa Newton-Waters*    Secretary: *Charlotte Wen*

## Table of Contents

<b>Background.....</b>	<b>2</b>
<b>How the Committee works .....</b>	<b>2</b>
<b>Portfolios and Leads.....</b>	<b>3</b>
<b>1. President.....</b>	<b>4</b>
<b>2. Vice-President .....</b>	<b>5</b>
<b>3. Treasurer.....</b>	<b>6</b>
<b>4. Secretary.....</b>	<b>7</b>
<b>5. ANU Sport Liaison .....</b>	<b>8</b>
<b>6. Communications Coordinator .....</b>	<b>9</b>
<b>7. Equipment and merchandise Coordinator.....</b>	<b>10</b>
<b>8. Events Coordinator.....</b>	<b>11</b>
<b>9. Player Welfare Coordinator.....</b>	<b>12</b>
<b>10. Registrar .....</b>	<b>13</b>
<b>Commitment Declaration .....</b>	<b>14</b>

## Background

Behind every successful club is a great Committee. Although ANUWFC is a community club run by volunteers, it cannot be underestimated the significant impact all committee members have not only on the success of the longest serving all female football club in the ACT but also the welfare of all those involved.

This document provides the framework of the roles and responsibilities of committee members for the club.

It is expected that all committee members take on one of these roles and complete the work required of them on time and using the best of their abilities.

## How the Committee works

<b>COMMITTEE</b>	<b>Executive Members</b>	President
		Vice-President
		Treasurer
		Secretary
	<b>General Representatives Members</b>	ANU Sport Liaison
		Communications Coordinator
		Equipment and Merchandising Coordinator
		Events Coordinator
		Player Welfare Officer
		Registrar

- The Committee role is to generally manage the affairs of the Club so as to carry out its objects;
- The club committee is comprised of the Executive Committee and at least 6 general representatives
- As per the Club's constitution all members of the committee have equal voting rights.
- Attendance to monthly committee meeting is a requirement of the position, unless leave has been granted.
- The club committee meets (face to face or via video) monthly for approximately 2 hours to discuss the business of the club and resolve any issues that need the advice of the full committee.
- The committee also discuss matters electronically using Facebook messenger or emails
- Each committee member has a job, their portfolio, for which they have responsibility.
- All committee members are also expected to provide general assistance in other areas if required
- All portfolios have an Executive Committee lead (President, Vice President, Treasurer or Secretary) and should check in with their lead fortnightly to provide an update. This quick check-in can be done electronically or in person.
- Each portfolio will provide a monthly summary to the President, who will collate it and produce a monthly President's report.
- The President report is due on the day of each monthly committee meeting and should be published within the meeting minute no more than one week after the meeting.

- Where a committee member per portfolio has not been found or where the club has more committee members than the portfolio, the committee will decide on how to re-allocate the work so as that every committee member has a job.

## Portfolios and Leads

Each committee member works closely with one member of the Club's executive to complete the work in the portfolio in a way that aligns with the Club's vision and strategic priorities.

<b>Portfolio</b>	<b>Executive lead</b>
<b>Communications Coordinator</b>	Secretary
<b>Equipment and Merchandising Coordinator</b>	Vice-President
<b>ANU Sport Liaison</b>	President
<b>Events Coordinator</b>	Treasurer
<b>Player Welfare Officer</b>	President
<b>Registrar</b>	Secretary

# 1. President

## General Responsibilities

1. Promote and effect the objects of the Club by provision of operational and strategic leadership and advice to club members and volunteers in all matters
2. Oversee all club portfolios and all committee members responsibilities.
3. Chair all committee meetings, AGM and Extraordinary meetings as per the Club's constitution
4. Attend all Capital Football and ANU Sport meetings as required
5. Provide a monthly summary of the club operations by and portfolios to members
6. Manage communications with Capital Football as a central point of contact
7. Proactively act to solve conflict within the club or with other clubs/bodies as required.
8. Sign all documents which require her signature as official head of the Club after the same are duly confirmed.

## Pre-season Responsibilities

1. Ensure committee members are aware of their responsibilities and trained accordingly
2. Work with committee and partners to:
  - a. procure sponsors and new partners for the club;
  - b. attract and retain volunteer coaches
3. Provide leadership and advice to coaches before the season starts to set up a workable and equitable trials schedule and make them aware of selection guidelines and processes to be followed
4. Meet with all coaches for the pre-season coach briefing and signing of coaching agreements
5. Work with committee on the running of the club trials
6. Provide advice to coaches and players on any operational issues

## Workload and time commitment required

- This position requires flexibility and responsiveness.
- The time commitment is approximately **5 hours per week** plus committee meeting duties (once a month for 2 hrs). During pre-season, especially trials, workload may peak to **10-15 hrs per week**.
- work is constant throughout the year
- work during business hours Monday to Friday is required from time to time (needs flexible work/study arrangements to cater for this)
- evening and weekend work is often required but usually hours the work is performed can be flexible.

## 2. Vice-President

### General Responsibilities

1. Assist the President on special projects for the club
2. Provide operational leadership and guidance as requested by the committee
3. Assist the President on liaising with Capital Football
4. Be the first point of contact on the interpretation of the competition regulations
5. Work with coaches so pre-match and post-match duties under the competition regulations are met, such as making sure team sheets/match cards are filled out, printed and submitted properly by deadlines
6. Work with CF on any amendments to team lists

### Pre-season responsibilities

1. Submit club membership nomination to CF as per schedule
2. Submit team nominations to CF and manage any amendments
3. Submit team lists to CF and manage any amendments
4. Work with Capital Football and in consultation with coaches and committee on the competition regulations amendments during pre-season
5. Keep up to date with any competition regulation changes (and other club commitments) by CF and inform discuss implications with committee/coaches prior to season commencing
6. Run meeting with coaches and committee members on the competition regulations and match day responsibilities by coaches and committee

### Workload and time commitment required

- This position requires flexibility and responsiveness.
- The time commitments is approximately **5 hours per week** plus committee meeting duties (once a month - 2 hrs). During pre-season workload may peak to **10 hrs per week**.
- work is constant throughout the year
- work during business hours Monday to Friday is required from time to time (needs flexible work/study arrangements to cater for this)
- evening and weekend work is often required but usually hours the work is performed can be flexible.

## 3. Treasurer

### General Responsibilities

1. Pay all invoices on time once their accuracy has been checked
2. Raise club invoices and keep track of them as required
3. Keep all the accounting and financial documents, including the budget accurate.
4. Provide the committee with a monthly financial report
5. prepare and have present at the Annual General Meeting a statement of Receipts and Expenditure, a Balance Sheet and a Financial Report for the preceding year, and all this shall be audited by a qualified person appointed by ANUSRA.
6. Provide advice and leadership to committee members as required.

### Pre-season responsibilities

1. Prepare and submit the Club grant requests to ANU Sport or other bodies as requested by the committee on time.
2. Prepare the club budget for the following season
3. Prepare the Club letter and Sponsorship business case for prospective sponsors
4. Contact appropriate local business for sponsorship
5. Prepare to and attend sponsorship meetings with the club president
6. Pay any outstanding invoices from the previous season

### Workload and time commitment required

- The time commitment is approximately **2 hours per week**. During pre-season work may peak to 8 hours per week (sponsorship meetings and preparing budget).
- Required to attend committee meetings (once a month - 2 hrs).
- work is constant throughout the year
- work during business hours Monday to Friday is rare. Work may be mostly performed in the evenings/weekends.

## 4. Secretary

### General Responsibilities

1. Be responsible for the upkeep of the Club's electronic files
2. Check the club email inbox daily and allocate task to committee members, executive or coaches as required
3. Create a system to track all tasks and send the leads reminders for any tasks that are due and alert the executive lead or president when tasks are not being completed.
4. Prepare the agenda and the minutes for all club meetings
5. Review and draft all club's process, procedures, manuals and any other official documents as requested by the committee.
6. Tender to all letters received by the club and file them electronically
7. Provide advice and leadership to committee members as required.

### Pre-season responsibilities

1. Forward within 14 days after the Annual General Meeting to the Executive Secretary of ANUSRA: the Annual Report adopted by the meeting; the names and office bearers elected at that meeting; and the statement of accounts adopted at the meeting.
2. Review and prepare all documents and information required for trials and pre-season (forms, surveys, attendance sheets etc)
3. Maintaining the trials spreadsheets with all relevant information provided by the coaches.
4. Make sure all volunteers in the club hold a current working with vulnerable people card
5. Make sure club is meeting any government registration demand
6. Working with coaches to make sure all teams are finalised as per schedule

### Workload and time commitment required

- This position requires flexibility and availability for at least **30 minutes per day** to check and allocate emails to the right officers.
- The time commitments is approximately **5 hours per week** plus committee meeting secretariat duties (once a month – 1-2 hrs). Required to attend committee meetings (once a month - 2 hrs).
- work is constant throughout the year.
- work during business hours Monday to Friday is rare. Work may be mostly performed in the evenings/weekends.



## 5. ANU Sport Liaison

### General Responsibilities

1. Manage communication with ANU Sport
2. Keep up to date membership list with ANU Sport
3. Manage all field bookings with ANU Sport
4. Work with registrar and secretary to keep ANU sport membership list up-to-dated
5. Work with Executive to fulfill all ANU Sport affiliation requirements on time.

### Pre-season Responsibilities

1. Confirm field bookings for trial, pre-season, season training and matches and summer soccer by December each year
2. Check ANUWFC has completed requirements for affiliation

### Workload and time commitment required

- This position requires flexibility, responsiveness and availability during normal business hours.
- The workload is constant at approximately **1-2 hours per week**.
- Required to attend committee meetings (once a month - 2 hrs).
- Work 9-5pm during weekdays is **often required**
- evening or weekend work is rare.
- This position suits someone who can be flexible to liaise with ANU sport at short notice during business hours for 30 minutes-1hr when required.

**Executive Lead:** President

## 6. Communications Coordinator

### General Responsibilities

1. Manage all social media platforms (website, Facebook, Instagram, etc)
2. Update the social media platforms (including website) with:
  - a. Training schedules as provided by the ANU sport liaison
  - b. Match results provided by CF liaison
  - c. Event notifications as advised by the events coordinator
3. Respond to posts and messages coming through all social media platforms (website, Facebook, Instagram).
4. Notify coaches of any changes to schedule to trainings
5. Maintain the Instagram page
6. Maintain the Website

### Pre-season responsibilities

1. Ensure all social media platforms (website, Facebook, Instagram) are up to date with information, including working with equipment officer to have merchandise prices and availability updated on the website.

### Workload and Time commitment

- This position requires flexibility, responsiveness and availability for at least **30 minutes per day** to check and respond to social media enquiries.
- The workload is variable during the season from a couple of hours per week to **7 hours per week** during trials or in the lead up to a club event.
- Required to attend committee meetings (once a month - 2 hrs).
- work 9-5pm during weekdays may be required to reply to urgent messages.
- Most of work can be done in the evenings/weekends.

**Executive Lead:** Secretary

## 7. Equipment and merchandise Coordinator

### General Responsibilities

1. Manage and fulfil all merchandise orders, work closely with social media coordinator and other members of the committee for these requests
2. Ordering merchandise and equipment as approved by the committee.
3. Source any new merchandise or equipment request as approved by the Executive
4. Organise delivery of merchandise and equipment to the club
5. Organise equipment for the coaches as requested.
6. Maintain updated lists of all purchases to cross check against stocktake at end of year
7. Maintaining register of what equipment that has been issued to each coach
8. Maintaining long-term register of team strips and equipment so to provide recommendations on what needs to be retired/replaced

### Pre-season responsibilities

1. Lead the club's annual stocktake with the support of the committee
2. Liaise with coaches on equipment and team kit requirements for all teams in the club ensuring they are all provided with equipment of similar quantity and quality
3. Order merchandise and equipment so as it arrives in time for trial or pre-season

### Workload Time commitment

- The workload is variable **from 2 to 5 hours per week**. Busiest periods are during the stocktake (December) and pre-season (Jan-March). Required to attend committee meetings (once a month - 2 hrs).
- work 9-5pm during weekdays is rare.
- this position suits someone who can work only weekends or evenings.

**Executive Lead:** Vice-President

## 8. Events Coordinator

### General Responsibilities

1. Plan & organise events for the club
2. Plan and organise fundraisers for the club
3. work with treasurer and committee members to sell tickets to events
4. work with treasurer to make sure suppliers (i.e. catering, media, photographer, bar staff etc) and venues are secured on time and invoices for events paid as required
5. work with social team and other volunteers to set up venues as required.
6. Work with the Communication officer to promote the events on the club's social media etc.

### Pre-season responsibilities

1. Construct a social calendar of events in consultation with the committee
2. Contact venues and organise bookings for the club events
3. Liaise with ANUFC, ANU Futsal Club and other ANU clubs on potential joint events
4. Create an events team to assist in the organisation of the club's events (This could include non-committee members as well as committee members).

### Workload and Time commitment

- The workload for this role varies. Busiest periods are during the planning phase (Jan-Mar each year) and in the month leading up to each event.
- The time commitment is approximately **2 hours per week**. During busy-periods or in the lead up to an event workload will be approximately **4 hrs per week**. Required to attend committee meetings (once a month - 2 hrs).
- work 9-5pm during weekdays may be required from time to time.
- evenings and weekend work may be required, especially during or in the lead up to club events.

### Executive Lead: Treasurer

## 9. Player Welfare Coordinator

### General Responsibilities

1. Assist players with their insurance claims, including by tracking and signing all requests from players or coaches for insurance claims forms.
2. Organise mid-season and end of season surveys and distribute summary of results in format to be shared with players and as appropriate to coaches.
3. Support the club president addressing players welfare concerns.
4. Liaising with relevant bodies in relation to COVID-19 plans or any other wellbeing and inclusion plan or project for the club.
5. Work with the committee to action the Annual Player Wellbeing Plan.

### Pre-season Responsibilities

1. Work with the committee to identify areas of player wellbeing and inclusion improvement.
2. In consultation with players and coaches, develop a Player Wellbeing Plan for the club each season, which includes a plan to increase inclusiveness, friendliness, respect and sense of belonging in the club.
3. Take steps to have the plan approved by the committee, published and communicated to members.

### Workload and Time commitment

- This position requires flexibility, responsiveness and availability during normal business hours.
- The workload is variable, but it is rarely over **2 hours per week**.
- Work 9-5pm during weekdays is may be required
- evening or weekend work may be required.
- Due to the nature of this position it suits someone who can be flexible as enquiries may be urgent.

**Executive Lead:** President

## 10. Registrar

### General Responsibilities

1. Be the first point of contact to all enquiries (players or coaches) regarding the registration requirements for Capital Football and ANU Sport
2. Manage all aspects of player registration with Capital Football and the registration portal as appropriate
3. Work with secretary and coaches to finalise team lists in accordance with Capital Football official registrations

### Pre-season responsibilities

1. Review and amend registration process and guidelines so as to abide Capital Football and ANU sport requirements and fee schedules.
2. Set registration dates
3. Work with committee to ensure registration process and guidelines have been published
4. Attend training (or refresher training) to registration portal
5. Action and monitor the process of international transfer certificates as appropriate.

### Workload and Time commitment

- The workload is variable **from 1 to 5 hours per week**. Busiest periods are during the registration period (March- April).
- Required to attend committee meetings (once a month - 2 hrs).
- work 9-5pm during weekdays is rare.
- This position suits someone who can only work weekends or evenings.

### Executive Lead: Secretary

## Commitment Declaration

By signing this document, I accept the appointment to the ANUWFC committee in the 2021 Season (approximately 12 months from the date of election) and I commit to perform my role to the best of my ability, to uphold the Club's constitution and by-laws, to work collaboratively and respectfully with the other members of the committee during this season to achieve the objects of ANUWFC.

Role	Committee Member Name	Signature	Date
President			
Vice-President			
Treasurer			
Secretary			
ANU Sport Liaison			
Communications Coordinator			
Equipment & Merchandise Coordinator			
Events Coordinator			
Player Welfare Officer			
Registrar			