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ANUFC Position Description – Club Roles

SUMMARY OF COMMITTEE ROLES

The below represents all the tasks of the committee. It is not a one to one relationship. The Executive must be four different people, but all other roles can be filled by any committee member.

COMMITTEE EXECUTIVE

President

- Overall responsibility for the club
- Oversees 'On-field' committee roles (CF Liaison, ANU Sport liaison, Equipment)
- Strategic Engagement with ANU Sport, Capital Football and other relevant organisations
- Work with ANU Sport on future of ANUFC post 2019 transition
- Work with CF on progression from Capital League to NPL2.
- Responsible for delivering coaches charter and honorarium guidelines by January 2018
- Responsible for delivering a plan for the future fund to the club in 2018
- Authorised Payment officer

Vice-President

- Overall responsibility when the President is absent
- Oversees 'Off-field' committee roles (Sponsorship, Social, Membership, Student)
- Authorised Payment officer

Secretary

- Maintains records of club meetings
- Supports President and Vice-President

- If combined with Communications manager, oversees media roles (Comms, Social Media, SCUM).
- Collects the club mail from ANU Sport Reception (gym)

Treasurer

- Financial reports and management as per the constitution
- Primary point of contact for Capital Football Accounts
- Primary ANU Sport Grant Coordinator
- Authorised Payment officer

COMMITTEE GENERAL

Registrar

- Responsible for membership records of club
- Responsible for setting up and approving registration packages
- Responsible for checking ANU Sport status of members
- Reports on club membership data as required for ANU Grant and CF purposes

Sponsorship Manager

- Responsible for sponsorship of ANUFC
- Works with social manager to
- Investigates new sponsorship opportunities
- Collates sponsorship ideas from club members

Capital Football Liaison

- State league primary club contact for Capital Football in relation to match changes, suspensions, enquiries, and relaying these to coaches and players. Contact for players who need to reschedule games. Ideally same role as ANU Sport liaison.

ANU Sport Liaison

- State League primary club contact for ANU Sport in relation to field bookings, changes, closures and maintenance, and relaying these to coaches and players. Ideally same role as Capital Football liaison

Masters Liaison

- Primary club contact for ANU Masters teams to engage with CF and ANU Sport relation to field bookings, changes, closures and maintenance, and relaying these to coaches and players.

Communications Manager

- Oversees management of media presence (Facebook editors, SCUM, Twitter, Website)
- Social Media roles are outlined in the Communications Manual

Social Media

- Contributes to social media presence of ANUFC
- Answers online enquiries
- Posts updates, tweets, photos

SCUM Editor

- Compile the SCUM each week and publish to members.
- The end of year SCUM Annual is a bigger undertaking that can take a few evenings to complete and send for print.
- 'Encourage' participation in SCUM from teams.

Events Manager

- Books and advertises social events in coordination with sponsorship manager and social media team (Trivia, World Cup nights)
- Informs coaches of upcoming events
- Assists in planning of presentation night
- Collates social ideas from rest of club

Student Engagement

- Market Day and Gala Day coordination.
- Sponsor events coordinator including Presentation night (planning, promotion with comms officer)
- Team liaison for promoting functions
- Uni Games liaison (If required)

Equipment

- Stocktake coordinator
- Collection of details on bulk pre-season orders
- Research technical equipment purchases (hurdles, poles, ladders, goals etc)
- Arranging pick-up of coaching kits
- Rebel Sports point of contact
- Management and distribution of kit, nets and flags
- Organisation of kit repair, new kit orders

Online Merchandise

- Responsible for maintaining and improving the online club store including answering queries about stock levels, sizing, pricing that cannot be managed by the store itself.

Statistics Coordinator (and trophies)

- Responsible for collating statistics produced by each team and presenting to the Annual SCUM editors for publication and printing.
- Organises the purchase and engraving of trophies.

Webmaster

- Responsible for maintaining and improving the club website.
- Responsible for notifying Executive of online accounts being due