Committee Roles & Responsibilities

Welcome to the Whitsunday Touch Football Committee! Our focus is **Footy for Fun**, and our goal is to engage more volunteers to create an awesome touch community. This document outlines the key committee roles and their **four key responsibilities.**

Each role is supported by the committee, and volunteers will receive guidance to help them succeed. We work together to create a fun, inclusive, and supportive club environment.

Executive Committee Roles

President

- Provide leadership and ensure the club runs smoothly.
- Chair all meetings, promote and cultivate the club's vision through collaboration and inclusivity.
- Act as the main contact for external stakeholders.
- Support all committee members, valuing their ideas and perspectives, and empowering them to contribute their best.

Vice President

- Support the President and step in when needed.
- Assist with club operations and decision-making, fostering an environment where fresh ideas and perspectives are welcomed.
- Help engage volunteers and create a culture of collaboration and inclusivity.
- Oversee key initiatives and strategic planning, embracing innovation and continuous improvement.

Secretary

- Organise and keep records of meetings and key documents.
- Manage club correspondence and communications.
- Ensure club compliance with required registrations and policies.
- Be a resource for administrative guidance while ensuring each role manages their own administrative tasks independently.

Competition Coordinator

- Organise game draws and schedules.
- Manage player registrations and team allocations.
- Ensure match day operations run smoothly and timekeepers are available.
- Liaise with referees and team managers.

Treasurer

- Manage club finances and prepare financial reports.
- Process payments, invoices, and reimbursements.
- Assist with budgeting and financial planning.
- Ensure compliance with financial regulations and provide advice and support to the Fundraising, Sponsorship & Grants Coordinator.

Supportive Committee Roles

Media & Publicity Coordinator

- Manage social media and club promotions.
- Create and schedule engaging content.
- Liaise with local media and partners.
- Keep members informed through regular updates.

Fundraising, Sponsorship & Grants Coordinator

- Identify and secure sponsorship opportunities.
- Maintain relationships with sponsors and provide sponsorship exposure via club events and promotions.
- Coordinate and organise members regarding fundraising (e.g., Club Whitsunday raffle nights, etc.).
- Apply for relevant grants to support club growth.

Referee Coordinator

- Recruit, train, and mentor referees.
- Coordinate with the Competition Coordinator to roster referees for game nights.
- Provide support and development pathways for referees.
- Ensure referees are valued and retained.

Coach Coordinator

- Recruit and support club coaches.
- Organise training and development opportunities.
- Ensure accreditation requirements are met.
- Create a positive, engaging and adaptable coaching culture that embraces diverse playing styles. Encourage creativity, resonates with today's generation and the current trends of the game.

Representative Coordinator

- Organise representative team trials and selections.
- Support teams with logistics (events, training schedules, travel, uniforms, etc.).
- Liaise with coaches, managers, and players.
- Oversee representative team development opportunities and pathways.

Junior Development Coordinator

- Promote junior participation and engagement and identify recruitment strategies.
- Oversee all junior programs and initiatives.
- Work with schools & JTA to encourage touch football.
- Support young players in skill development.

Member Services Coordinator

- Be the go-to contact for members, ensuring they feel valued and supported in their touch football experience.
- Guide registration and direct specific inquiries to the relevant committee members (e.g., Competition Coordinator for game-related concerns).
- Work collaboratively with other coordinators to ensure seamless communication and positive interactions with players, parents, and volunteers.
- Actively promote club inclusivity and ensure members feel welcomed at events, training, and game days.

Events Team

- Plan and coordinate club events and social activities.
- Organise logistics for major events like the Whitsunday Cup.
- Engage volunteers to assist with event execution.
- Create fun and memorable experiences for members.

General Committee Member

- Provide general support across club activities.
- Assist with events, fundraising, and game days.
- Help implement club initiatives as needed.
- Be an active and engaged club representative.

Support & Training

We understand that volunteering can be new for some members. To help, we provide:

- **Ongoing support and guidance** from experienced committee members.
- **Training and resources** to make roles easier to manage.
- **A team-based approach** where responsibilities are shared when needed.
- **Regular check-ins** to ensure everyone is comfortable in their role.

Next Steps

- Nominate for a role that interests you and get involved!
- Familiarise yourself with your role's responsibilities.
- Attend our AGM.
- Communicate with other committee members for support.
- Let's work together to make this season a success!