Hills Spirit FC Committee Roles

Committee Position	Duties	Time Needed
President	To ensure the club promotes the participation and achievement of its teams. Ensure the club is run efficiently administratively, financially and socially to support all on-field activities. The President helps the committee prioritise its goals and keeps the committee on track by working within the club's framework. The role is also a liaison with the association and will attend monthly meetings and then pass on all relevant information throughout the club.	
Vice President	To support the President in to ensure the club is run efficiently administratively, financially and socially to support all on-field activities.	
Treasurer	The Treasurer is responsible for all financial duties of the club. This includes maintaining access and controls to bank accounts and internal controls to ensure safeguard of the financial assets of the club. Ensuring dual approval of all payments. Completing any financial returns for external authorities. Paying bills. Invoicing sponsors and any other debtors. Reporting to the committee on financial performance and position at committee meetings and for the AGM. Assist with setting registration fees and ensuring solvency and that the club can pay its bill as and when they fall due.	Admin based varies throughout season
Secretary	The club secretary is primarily responsible for all administration duties and coordinates all committee meetings including taking and distributing minutes.	1 to 2hrs a month
Assistant Secretary	Provides support to the Secretary for their tasks and is responsible for scheduling the tasks around the ground each week.	Admin based variable hours around 1 to 2 hours weekly

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Competition Secretary	Receive all Competition related correspondence directed to the club, respond as needed, follow up and distribute to appropriate members. Liaise with Hills Football on behalf of the club's teams and liaise with other club Competition Secretaries regarding rescheduling of games or disputes.	Weekly admin based role approx. 1 to 2hrs/week
Registrar	The role of the Club Registrar is to supervise and be responsible for the proper registration of all players, coaches, and managers within the club. This involves all elements of the registration process, including the conduct of sign-up days and the proper recording of individual details and maintaining up to date records for each member.	During registration 6-8hrs/wk General season 2-4hrs/wk
Assistant Registrar	Supports the Registrar with any help needed.	As needed.
Uniform & Equipment Manager	Manage stock levels of all training & match day gear & equipment (such as shorts, socks, jerseys, hoodies, goals, poles & other accessories). Carry out stocktakes as & when deemed necessary. Manage the issue & return of team kitbags at start & end of season. Order restock of items (shorts, socks, soccer balls kitbags etc) during off season in time for start of following season	Various needs throughout the season – more intensive at end and beginning of season
Uniform & Equipment Committee	Assists the manager with the collation of team kits at the beginning of the season and then support stocktake on return of kits at the end of the season.	Various needs throughout the season – more intensive at end and beginning of season
Ground Manager	**1. Team Coordination and Communication:** - Liaise with the Club Registrar to determine formed teams and obtain contact details of coaches and managers. **2. Training Roster Management:** - Collate and allocate training schedules for both Junior and Senior teams. - Communicate schedules via Team App.	Weekly attendance at fields to oversee set up and as needed

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	- Keep a copy of the schedule in the canteen for reference. **3. Facilities Management:** - Ensure lights are turned on each night for training sessions. **4. Game Day Logistics:** - Collate roster for ground setup and pack-up for each round of games. - Coordinate with the Canteen/BBQ Manager regarding roster allocation for each round. - Inform coaches and managers about ground setup, pack-up, and canteen/BBQ allocation via Team App. **5. Field and Facilities Setup:** Friday Night: - Open field dressing rooms for allocated teams to access necessary equipment. - Ensure a committee member is on call for any issues. - Lock dressing rooms after use. Saturday Morning: - Open dressing rooms by 6:45 am. - Guide teams in setting up fields (full-size, mid-size, minis), BBQ areas, chairs, and signage by 7:45 am before the first game. - Manage setup of small-size game equipment (goals) throughout the morning. Saturday Afternoon: - Coordinate supervision for Senior games. - Assist with BBQ equipment pack-up. - End of Day: - Assist with field pack-down and locking up facilities after games. **6. Other Duties:** - Collaborate with Club President and Vice President on ground planning, field closures, and scheduling catch-up games. - Communicate decisions and plans to the committee, coaches, and managers.	throughout the week
Grounds Committee	Support the Manager to complete duties and oversee set up when rostered	
Child Protection Manager	Ensure all WWC checks are current and entered on the member's profiles. Also responsible to address and process complaints made.	Mainly pre season work then as

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		needed during the season
Social Media Manager	Manages the club Facebook and Instagram social media pages. Shares updates, club messages, gane day photos. Assists with marketing during registration. Advertising club events and fundraising. Sharing games day duties for each round - as provided by the ground manager/committee. Create graphics/canva images where necessary although can be assisted by committee members with this.	Up to an hour a week depending on time of year/events.
Fundraising & Social Manager	To plan and coordinate the fundraising and social activities for the club throughout the season. These will generally involve a fundraising night, raffles and presentation day.	1 hour/mth increases around events
Fundraising & Social Committee	To assist with the planning and coordinating of the fundraising and social activities for the club throughout the season. These will generally involve a fundraising night, raffles and presentation day.	1 hour/mth increases around events
Club Photographer	Coordinate and execute team and individual photos each season and have the photos ready by Presentation day at the latest.	2 sessions in the season to complete all junior photos – distribution usually at presentation day.
Canteen Manager	To oversee the running and purchasing needs of the canteen. Ensure the canteen operates in a safe and hygienic environment and meets council/health department requirements. Assists with rostering of the teams	1 to 2 hours during the week and in person on Saturday as needed
BBQ Manager	To oversee the running and purchasing needs of the BBQ. Ensure the canteen operates in a safe and hygienic environment	1 to 2 hours during the

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	and meets council/health department requirements. Assists with rostering of the teams.	week and in person on Saturday as needed
Website Manager	Maintain and update the club website. Update information and add events. Liaise with the domain host if issues arise. Check linked apps (such as the calendar) are updated and continue to work.	Depending if issues arise. Not a lot of time is needed during the season. Pre season updates 1 - 2 hours.
MiniRoos Coordinator	They are responsible for the organisation and management of the in-house MiniRoos Competition and the running of match day. They also provide club information to all coaches and managers as well as respond to enquiries and concerns.	Throughout the season 2.5 hrs/wk
Junior Football Coordinator	They are the liaison between the club and all coaches and of junior teams. Inform coaches and managers of any club or association updates as required. Answer any queries from coaches and managers and ensure Dribl has been updated by all teams - provide training as necessary. Coordinate and assist with grading nights.	At the start of the season up to 3hrs per week. During the season depends on what is going on. Anywhere from less than 30 minutes to 1.5hrs per week. .
Senior Football Coordinator	They are the liaison between the club and all coaches and of senior teams. Inform coaches and managers of any club or association updates as required. Answer any queries from coaches and managers and ensure Dribl has been	At the start of the season up to 3hrs per

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	updated by all teams - provide training as necessary. Coordinate and assist with grading nights.	week. During the season depends on what is going on. Anywhere from less than 30 minutes to 1.5hrs per week. .
Female Football Coordinator	They are the liaison between the club and all coaches and of Female teams. Inform coaches and managers of any club or association updates as required. Answer any queries from coaches and managers and ensure Dribl has been updated by all teams - provide training as necessary. Coordinate and assist with grading nights.	At the start of the season up to 3hrs per week. During the season depends on what is going on. Anywhere from less than 30 minutes to 1.5hrs per week.
Referees Coordinator	Takes responsibility for following up any issues with referees (complaints from referees or feedback received from teams). Liaised with HFi and communicates uncovered games to club teams. Attends periodic referee meetings with HFi which are usually online. Communicate any issues to the President and HFI where necessary.	Depends if meetings are on. Not too time consuming week to week.
Junior Referees Coordinator	Responsible for overseeing the training and scheduling of the junior Referees as well as provide support to the Referees throughout the season.	Currently a shared role with one person

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		scheduling and one providing training and game day support.
Sponsorship Coordinator	The Sponsorship Manager is responsible for creating a sponsorship program and identifying and developing sponsorship opportunities for the club. They will develop sponsorship agreements in conjunction with the committee and build and maintain relationships with sponsors, ensuring that all sponsorship commitments (e.g. signage, social media) are met throughout the season.	Pre- Season 2-3 hours a week. During season 1-2 hours a month.
Grading Manager	Responsible for the coordination and running of grading nights and work with the committee to assess and assign teams. During the season they will review the team performances and work with the registrar to request grading changed as required.	Preseason requires additional hours with occasion time throughout season.
Grading Committee	Responsible for the running of grading nights and work with the committee to assess and assign teams	Preseason work only
Coaches Coordinator	The primary purpose of the position is to provide coach support in the club environment, and to monitor and mentor coaches to conduct appropriate quality football activities that will enhance the players' and coaches' experience.	As needed
Club Delegates	Attending monthly general meetings at Hills Football, representing the club in relevant discussions or votes and provide feedback to the club.	2 hours per month for meetings.