



# Southwick Rangers

Football Club

## ROLES OF OFFICERS

### **The Chairman shall:**

- Chair all meetings of the General and Committee.
- Execute the business and operations of the Club.
- Report at each meeting of the Club and shall truly answer such questions as any Member may ask concerning the affairs of the Club.
- Delegate authority to any and all officers, coaches and managers as is appropriate to their offices and as hereinafter set out.
- Enforce the Constitution throughout the Club.
- Administer all discipline within the Club, after discussion at the General Committee.

### **The Secretary shall:**

- Record, produce, and distribute the minutes of meetings, directives, orders, letters and all such documents as pertain to the business affairs of the Club.
- Maintain a database of club members and their details.
- Correspond with all associations, clubs, leagues, departments of government, and all other corporations, organizations, and persons having business with the Club.
- Maintain the documents, files and archives of the Club.
- Create and maintain communications within the Club.
- Make the physical arrangements necessary for meetings of the General Committee and for meetings of the Membership.
- Perform such other tasks and duties as the General Committee and the Chairman shall choose to give.

### **The Treasurer shall:**

- Collecting subscriptions and all money due to the organisation
- Paying the bills and recording information
- Keeping up to date records of all financial transactions.
- Ensuring that all cash and cheques are promptly deposited in the bank or building society
- Ensuring that all funds are spent properly
- Issuing receipts for all money received and recording this information
- Reporting regularly to the committee on the financial position
- Preparing a year end statement of accounts to be audited
- Presenting an end of year financial report to the AGM
- Financial planning including producing an annual budget and monitoring it throughout the year
- Helping to prepare and submit any statutory documents that are required
- Apply for any aid funding such as Gift Aid.

**The Child Welfare Officer shall:**

- Ensure that all members responsible for children are advised of the FA's code of conduct. Such as bullying (physical or emotional) and neglect
- Ensure all Club members in contact with children have been vetted by club
- Manage the child protection policy
- Monitor the action of parents and spectators and matches when requested to ensure that code of conduct is being adhered to
- Ensure all information released to press or internet meets child protection policy
- Promote goalpost safety

**The Committee members shall:**

Committee Members are responsible for making decisions for the good of the club and taking on ad-hoc jobs that require doing during the year to help run the club.

- Attend committee meetings
- Discuss club business and help make decisions regarding the running of the club
- Assist the other committee members where necessary
- Take on and help organise club events