



## Duties of Office Bearers

Source: MBU FC By Laws Sep 2012

### Chairman

#### The duties of the Chairman shall be:

- To preside as Chairman over all Board of Director Meetings.
- To preside Special General Meetings at which he is present and the A.G.M. until the election of office bearers.
- To see that an annual audit of the books of account of the club is performed.
- To ensure that the policy of the club is adhered to at all times.
- To hold responsibility for the overall operation of the Club.
- To hear all complaints from the club constituents and if well founded, shall bring them before the notice of the Board.
- To prepare the annual report.

### Secretary

#### The duties of the Secretary shall be:

- Sit on the Board of Directors.
- To assist the Chairman by keeping minutes of resolutions and discussions of meetings, ensuring copies of those minutes are tabled and distributed at each meeting.
- To see that an agenda from meeting to meeting be kept.
- To see that a record of minutes of resolutions and discussions of meetings be kept.
- To keep an attendance book of all meetings of the club.
- To perform all necessary clerical duties including the handling of all inward and outward communication
- To carry out the direction of any General or Board Meeting.
- To keep a register of the names of all Club constituents and all other club secretaries and treasurers and all office bearers of any other controlling body.
- To keep in safe custody all property of the club in his/her control.
- To hand over to his successor all records of, in a complete form, correspondence and other papers and property pertaining to the club.
- To work in close conjunction with the Board Members with regard to the distribution and collection of all necessary papers, articles and other matter pertaining to their particular office.
- Act as Primary Contact for emergency communications with FQ and ensure that the conduit for this communication is open
- Collate information returning to the Board and ensure it is available to review by the Board.



## **Treasurer**

### **The duties of the Treasurer shall be:**

- The Treasurer will sit on the Board of Directors
- To receive and cause to be banked within seven days of receipt all money of the club.
- To keep a true and correct record of the finances of the Club.
- To prepare a state of receipts and expenditure for presentation to the company Auditors
- To liaise with Auditors to finalise accounts for presentation at AGM
- To receive, record and pay invoices/claims made on the club
- Prepare quarterly GST claims
- Pay MBU FC staff in a timely manner
- To ensure that the Statement presented at each Board meeting is supported by a recent Bank Statement.
- To work in close conjunction with the team managers and their assistants with regard to the distribution and collection of all monies and other matters to and from their team members.
- To hand over to his successor in office all bank passbooks, deposit books, cheque books, receipt books, accounts, receipts and other papers, records and property pertaining to the Club, in his possession.
- To prepare and maintain, as required by the Board, a senior team player budget in conjunction with the senior coach and other appointees of the Board.
- To ensure that each income producing facility of the club is accounted for separately
- To ensure that the club, Board, members and players are sufficiently covered by insurance as required by law

## **Sponsorship Coordinator**

### **The duties of the Sponsorship Coordinator shall be:**

- Sit on the Board of Directors
- Coordinating a consistent image for MBU FC that ensures it reflects the brand positively
- Working with the Board to ensure the values of the MBU FC brand are always clear
- Co ordinating sponsorship opportunities
- Act as a conduit between the Sponsor and the Club's members
- Leveraging sponsorship opportunities with Football Queensland or other football bodies

## **Marketing Coordinator**

### **The duties of the Marketing Coordinator shall be:**

- Sit on the Board of Directors
- Coordinating a consistent image for MBU FC that ensures it reflects the brand positively
- Working with the Board to ensure the values of the MBU FC brand are always clear
- Develop a marketing plan
- Develop marketing opportunities for the Club within the community
- Oversee the MBU Website
- Leveraging marketing opportunities with Football Queensland or other football bodies



## **Communications & Media Coordinator**

### **The duties of the Communications & Media Coordinator shall be:**

- Good written and verbal communication skills
- Develop and maintain key media relationships within your Club's area as well as through Queensland
- Work with FQ to meet media expectations
- Develop media protocols for the club
- Overseeing the format of the Newsletter to members
- Producing Press Releases
- Marketing of internal club programs
- Develop a Media and PR plan

## **Delegate**

### **The duties of the Delegate shall be:**

- Present to the Board positive initiatives, any concerns or feedback from their delegation group
- Look for opportunities to promote internally their group and promote a Club spirit
- Provide their perspective to Board decisions where they feel they can actively contribute
- Hold Board confidentiality
- Attend Board Meetings held through the year.
- Representative roles are:
  - Women's Representative - all age levels
  - SAP Representative - (U9-U12)
  - Junior Representative - (U13-U16)
  - Senior Representative (Men) - (U18-Opens)

## **Appointed Directors**

### **The duties of the Appointed Board Members shall be:**

- Sit on the Board of Directors
- Responsible for the strategic planning of the club
- Ensure the positive promotion of the club within the community
- Reflect the values of the MBU FC
- All office bearers need to either hold or be able to hold a Working with Children Blue Card
- Perform any duties as required by the Board.