



Football Club Roles & Responsibilities

Chairperson

Who will I be responsible to?

The Club Committee

What is the role of the Club Chairperson ?

Representing the Club at outside meetings and functions as agreed with the Club committee.
Chair the committee meetings & AGM, assist the secretary to produce the agendas and head the committee in making decisions for the benefit of the whole club including disciplinary matters.

Ensure compliance with the FA Charter Standard and maintain Charter status.

What are the tasks within the role:-

Chair committee meetings/AGM

Agree monthly agenda for committee meetings and the AGM

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Club Secretary

Who will I be responsible to?

The Club Committee, through to the Chairperson

What is the role of the Club Secretary?

The main purpose of the job is that of a principal administrator for the club. The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Club Secretary and other committee members provide the main point of contact for people within and outside the club on every aspect of the club's activities.

What are the tasks within the role:-

Attending league meetings

Affiliating the club to the County FA

Affiliating the club to the league(s)

Registering players to the league(s)

Dealing with correspondence

Organising & booking match facilities for the season

Organising the club AGM and other club meetings

Representing the club at outside meetings at the direction of the Club Committee

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Treasurer

Who will I be responsible to?

The Club Committee

What is the main role of the Treasurer?

The main purpose of this job is to look after the finances of the club.

What are the tasks within the role:-

Collecting subscriptions & 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 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 present to the auditors

Arranging for the statement of accounts to be audited

Presenting an end of year financial report to the AGM

Welfare Officer

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

You will work with the club officials to ensure they are carrying out their duty of care when running all Club activities . Importantly you will be a point of contact for the members if they have any concerns about the way they are being treated or the club is operating.