



Perth Broncos American Football Club Inc.

**COMMITTEE AND
VOLUNTEER POSITION
DESCRIPTIONS**

February 2021

The Purpose of the Committee

The Committee's job is to create the future

The Committee ensures the Perth Broncos American Football Club Inc. has a secure long term future by:

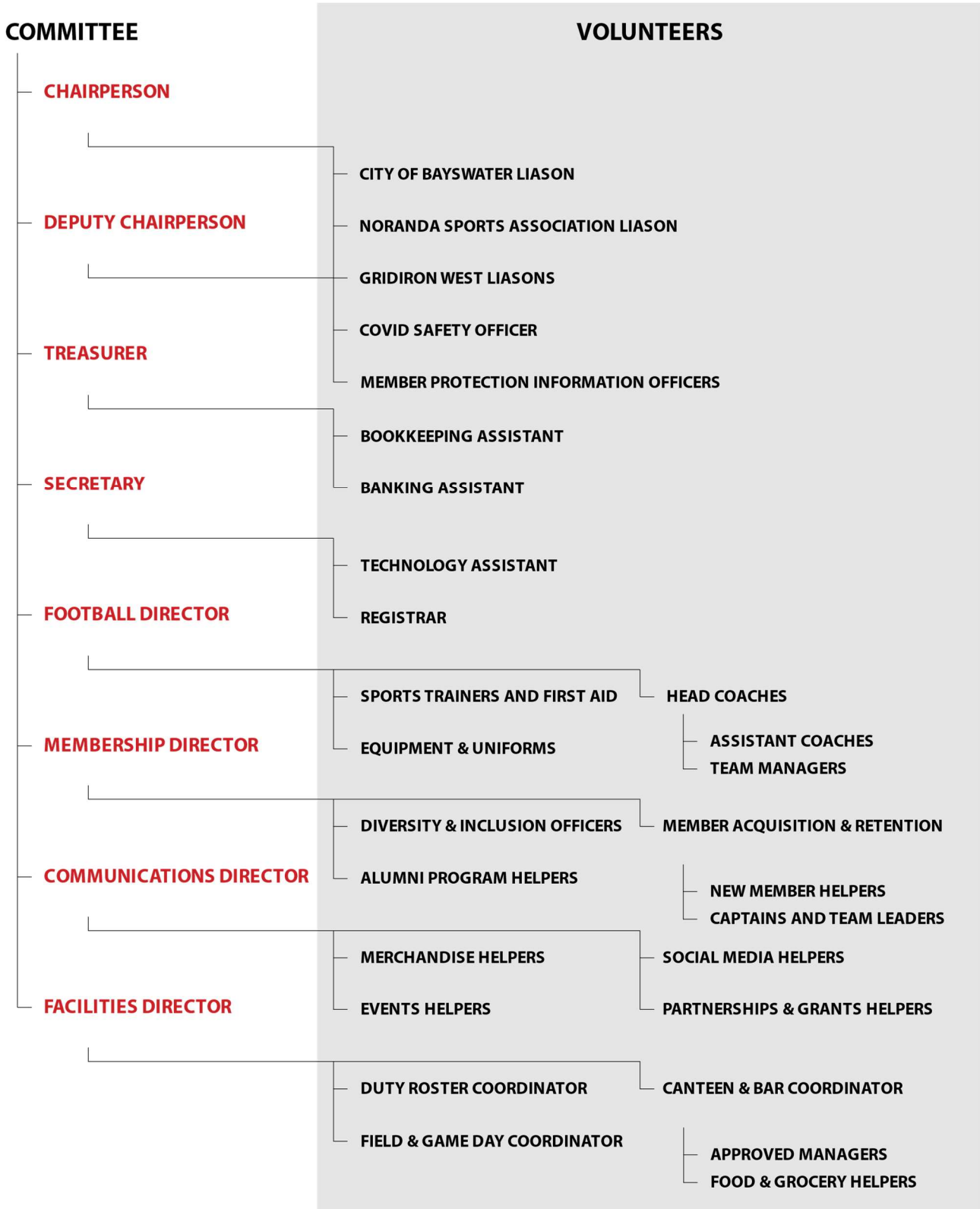
- Establishing strategic direction and priorities
- Interacting with Members to inform them of achievements and ensuring they have input into determining strategic goals and direction
- Regularly scanning the external operating environment to ensure that the strategic direction remains both appropriate and achievable
- Monitoring organisational performance and evaluating the achievement of the strategic and business plans and annual budget outcomes
- Reporting back to the Members at the Annual General Meeting (AGM)
- Establishing the policy framework for governing the Broncos from which all operational policies and actions are developed
- Ensuring appropriate governance structures are in place
- Defining key relationships between the Broncos and its stakeholders and other key individual and organisations/groups
- Monitoring organisational compliance with the relevant federal, state and local legislation and bylaws, and with the organisation's own policies
- Assessing risks facing the organisation, establishing a risk management plan and monitoring compliance

Leadership is a learning experience

Leadership in Associations comes from its committee members, who should know what they want to achieve throughout the year and not muddle through from one meeting to another. It is your responsibility to:

- Attend committee meetings and catch up the content of any you miss.
- Contribute to each discussion about the decisions and direction of the Association
- Ensure that decisions made by others on the Committee are in the best interest of the Association
- Identify gaps in your knowledge and ability to serve on the Committee, and independently seek opportunities to upskill and improve
- Seek assistance where required to fulfil your duties

Organisational Structure



Chairperson

Key responsibilities:

- Chair committee meetings and general meetings
- Facilitate the development of and oversee all targets and performance goals
- Ensure committee members fulfil their responsibilities to the Association
- Develop and promote a continual 5-year future strategic/business plan
- Develop and promote all Association policies, rules and by-laws
- Perform duties required by the Association's constitution and Associations Act
- Oversee the Association's financial practices and position to ensure ongoing solvency
- Seek further personal and professional development

Required knowledge and skills:

- Experience in leadership, management, planning and operations
- Working knowledge of the Associations Act, Rules of Association and Robert's Rules
- Understanding of goal setting, budgeting, reporting and analysis
- Forward-thinking, resourceful, flexible, adaptable and responsive to change
- Be able to apply best practice for decision making, negotiation and mediation
- Lead without controlling, stimulate balanced discussion and delegate appropriately

Deputy Chairperson

Key responsibilities:

- Perform the duties of the Chairperson in the event they are unable or unavailable
- Attend all committee and general meetings
- Assist committee members to improve their skills in order to fulfil their duties
- Develop and promote a continual 5-year future strategic/business plan
- Develop and promote all Association policies, rules and by-laws
- Perform duties required by the Association's constitution and Associations Act
- Oversee the Association's financial practices and position to ensure ongoing solvency
- Seek further personal and professional development

Required knowledge and skills:

- Experience in leadership, management, planning and operations
- Working knowledge of the Associations Act, Rules of Association and Robert's Rules
- Willingness to learn and step up into Chairperson role as required
- Ability to facilitate balanced discussion and mediate between members of the committee

Treasurer

Key responsibilities:

- Perform the duties of the Executive if they are unable or unavailable
- Attend all committee and general meetings
- Manage communications with payees and members in all financial matters
- Receive, record and take required action for all bank statements, invoices and receipts
- Pay, receive and secure all monies in a timely manner in accordance with best practice
- Keep accurate and up to date financial records
- Submit cash flow, profit & loss and balance sheet at committee and general meetings
- Generate annual budget and hold committee accountable to budget
- Oversee the financial component of the Association's future strategic/business plan
- Maintain the Association's good standing and relationship with suppliers
- Manage the Association's financial practices and position to ensure ongoing solvency
- Report any financial issues and expenses to the Association Committee as they occur
- Perform duties required by the Association's constitution and Associations Act
- Promote all Association policies, rules and by-laws
- Seek further personal and professional development

Required knowledge and skills:

- Understanding of the Association's goals and values
- Knowledge of financial planning and reporting
- Best practice for cash handling and reconciliation procedures
- Ability to negotiate and broker terms with stakeholders
- Working knowledge of the Associations Act, Rules of Association and meeting procedures
- Professional presentation and behaviour to maintain the Association in good repute
- Digital literacy as required to monitor and complete financial transactions in Xero, PayPal and online banking
- Reliable and trustworthy

Secretary

Key responsibilities:

- Receive, coordinate and distribute all official communications
- Arrange and attend meetings and agendas, take, secure and circulate minutes
- Maintain the Register of Members and Office Bearers
- Promote and distribute all the Association's policies, rules and by-laws
- Perform duties required by the Association's constitution and Associations Act
- Register and keep secure the Association's digital accounts and passwords
- Oversee the Association's digital presence, print collateral, and safeguard its public image
- Ensure all documents and resources in circulation are current
- Perform all other duties as required by the Committee
- Coordinate the transition between outgoing and incoming Committee members
- Seek further personal and professional development

Required knowledge and skills:

- Understanding of the Association's goals and values
- Knowledge of best practice for professional communications
- Ability to establish and maintain relationships with stakeholders
- Working knowledge of the Associations Act, Rules of Association and Robert's Rules
- Professional presentation and behaviour to maintain the Association in good repute
- Digital literacy, understanding of digital trends, landscape and best practice
- Excellent communication and organisation
- Reliable and punctual

Football Director

Key responsibilities:

- Attend all committee and general meetings
- Further the Association's public reputation and relationship with its stakeholders
- Promote all Association's policies, rules, by-laws and legal compliance
- Keep up to date with the Association's financial position to ensure ongoing solvency
- Hold to account the Committee to fulfil the requirements of their role
- Uphold the health, safety and best interests of the Association's members
- Research and liaise with potential coaching candidates
- Assist and advise the Association's Committee on all matters relating to coaching personnel
- Communicate and uphold standards of behaviour and expectations of coaching roles
- Ensure any necessary paperwork and accreditations are completed and recorded
- Create, find and promote ways to accredit, develop and encourage coaches
- Keep up to date with Sport Australia, Play by the Rules and Good Sports policies
- Report any feedback and issues to the Committee as they occur
- Seek further personal and professional development

Required knowledge and skills:

- Understanding of the Association's goals and values
- Working knowledge of the Associations Act, Rules of Association and Robert's Rules
- Professional presentation and behaviour to maintain the Association in good repute
- Ability to participate and contribute to discussion and decision making
- Coaching experience and familiarity with gridiron skills, drills, rules and strategy
- Understanding of a variety of communication, coaching and leadership styles
- Awareness of the Association's member protection and concussion policies
- Knowledge of current accreditation requirements and best practice for community coaches
- Ability to supervise, assist and counsel coaching personnel

Membership Director

Key responsibilities:

- Attend all committee and general meetings
- Further the Association's public reputation and relationship with its stakeholders
- Promote all Association's policies, rules, by-laws and legal compliance
- Keep up to date with the Association's financial position to ensure ongoing solvency
- Hold to account the Committee to fulfil the requirements of their role
- Uphold the health, safety and best interests of the Association's members
- Develop and keep up to date a register of leads and members
- Instruct and oversee the acquisition and retention team
- Make sure leads are responded to in a timely manner, recorded, qualified and kept warm
- Cross check membership payments have been received, details entered into membership database, and members have received all the relevant information on joining
- Be responsible for the addition and removal of individuals in the Association's Facebook groups according to membership and fee status
- Address any objections or issues with joining, registrations or payments
- Anticipate and address any issues or complaints from existing members
- Raise strategies and initiatives to improve acquisition and retention
- Refer and report as necessary to the Committee or Member Protection Information Officers
- Seek further personal and professional development

Required knowledge and skills:

- Understanding of the Association's goals and values
- Working knowledge of the Associations Act, Rules of Association and Robert's Rules
- Professional presentation and behaviour to maintain the Association in good repute
- Ability to participate and contribute to discussion and decision making
- Understanding of the Association's unique selling proposition
- Ability to employ a variety of sales techniques and overcome objections to joining
- Ability to train, supervise and assist the acquisitions and retention team
- Digital literacy as required to track and enter membership information

Communications Director

Key responsibilities:

- Attend all committee and general meetings
- Further the Association's public reputation and relationship with its stakeholders
- Promote all Association's policies, rules, by-laws and legal compliance
- Keep up to date with the Association's financial position to ensure ongoing solvency
- Hold to account the Committee to fulfil the requirements of their role
- Uphold the health, safety and best interests of the Association's members
- Develop and execute the Association's communication strategy
- Oversee the Association's media and digital presence
- Coordinate communication budgets, assets and campaigns
- Ensure consistency in the Association's brand image
- Raise strategies and initiatives to improve acquisition and retention
- Secure and maintain partnerships, grants and community program participation
- Seek further personal and professional development

Required knowledge and skills:

- Understanding of the Association's goals and values
- Working knowledge of the Associations Act, Rules of Association and Robert's Rules
- Professional presentation and behaviour to maintain the Association in good repute
- Ability to participate and contribute to discussion and decision making
- Understanding of the Association's unique selling proposition
- Understanding of marketing principles and techniques
- Working knowledge of best practice for social media channels
- Ability to write campaigns, promotions, grants, proposals and press releases

Facilities Director

Key responsibilities:

- Attend all committee and general meetings
- Further the Association's public reputation and relationship with its stakeholders
- Promote all Association's policies, rules, by-laws and legal compliance
- Keep up to date with the Association's financial position to ensure ongoing solvency
- Hold to account the Committee to fulfil the requirements of their role
- Uphold the health, safety and best interests of the Association's members
- Manage the Association's bookings and payments for training, games, meetings and events
- Ensure facilities are kept in good repair and arrange maintenance as required
- Conduct regular checks of the facilities and act on any issues that arise
- Uphold all requirements related to the operation of a licensed facility
- Enforce safe food handling practices and any requirements of a commercial food service
- Coordinate grounds, line marking and game day preparation, set up and pack up
- Recruit volunteers and coordinate roster for game day duties
- Oversee menus, budgets and profit margins for canteen and bar
- Report any feedback and issues to the Committee as they occur

Required knowledge and skills:

- Understanding of the Association's goals and values
- Working knowledge of the Associations Act, Rules of Association and Robert's Rules
- Professional presentation and behaviour to maintain the Association in good repute
- Ability to participate and contribute to discussion and decision making
- Working knowledge of alcohol and food handling practices and requirements
- Ability to create and manage rosters
- Ability to supervise, assist and counsel volunteer personnel

City of Bayswater Liaison

Key responsibilities:

- Attend committee and general meetings as required
- Attend council events and meetings as required
- Attend Bayswater & Beyond Chamber of Commerce events and meetings as required
- Work closely with and report to the Association Committee
- Further the Association's reputation and relationship with council and community groups
- Liase with key personnel at the City of Bayswater for all council matters including bookings
- Ensure all council payments are processed in a timely manner

Required knowledge and skills:

- Understanding of the Association's goals and values
- Professional presentation and behaviour to maintain the Association in good repute
- Ability to network and communicate with a wide variety of people in professional setting

Noranda Sports Association Liaison

Key responsibilities:

- Attend committee and general meetings as required
- Attend Noranda Sports Association meetings
- Work closely with and report to the Association Committee
- Further the Association's reputation and relationship with the Noranda Sports Association
- Ensure all bookings and facility arrangements are kept up to date
- Ensure all council payments are processed in a timely manner

Required knowledge and skills:

- Understanding of the Association's goals and values
- Working knowledge of the Associations Act, Rules of Association and Robert's Rules
- Professional presentation and behaviour to maintain the Association in good repute
- Ability to network and communicate with a wide variety of people in professional setting

Gridiron West Liaison

Key responsibilities:

- Attend committee and general meetings
- Attend Gridiron West meetings
- Work closely with and report to the Association Committee
- Further the Association's reputation and relationship with Gridiron West
- Participate daily in Gridiron West Facebook and email business

Required knowledge and skills:

- Understanding of the Association's goals and values
- Working knowledge of the Associations Act, Rules of Association and Robert's Rules
- Professional presentation and behaviour to maintain the Association in good repute
- Be able to apply best practice for decision making, negotiation and mediation
- Ability to network and communicate with a wide variety of people in professional setting

COVID Safety Officer

Key responsibilities:

- Keep up to date with and implement government restrictions and guidelines
- Manage COVID-19 risk in all club activities and venues
- Maintain all records relating to COVID-19 requirements and guidelines
- Coordinate signage and communications around club protocols and procedures
- Organise and facilitate cleaning protocols
- Undertake all relevant mandated and voluntary training

Required knowledge and skills:

- Understanding of the Association's goals and values
- Ability to monitor and relay information from government sources in a timely manner
- Working knowledge of risk assessment practices
- Excellent record keeping and understanding of privacy considerations
- Organised with excellent attention to detail

Member Protection Information Officer

Key responsibilities:

- Ensure the safety and welfare of the Association's members
- Assist in grievance and complaint resolution
- Act impartially to provide a sounding board and policy information
- Follow and enact the Association's policies
- Provide feedback and assist the Association to create a positive club culture
- Undertake all relevant mandated and voluntary training

Required knowledge and skills:

- Understanding of the Association's policies, goals and values
- Excellent interpersonal and listening skills
- Working knowledge of complaint handling and dispute resolution procedures
- Ability to act in an objective and unbiased way

Registrar

Key responsibilities:

- Keep the Association's registration records secure and up to date
- Liaise with Association officers and players to complete registrations and payments
- Generate team sheets and match reports and ensure timely completion and data entry

Required knowledge and skills:

- Understanding of Association registration and financial policies and procedures
- Working knowledge of Revolutionize
- Excellent communication and organisation

Equipment & Uniform Manager

Key responsibilities:

- Maintain a register of Association equipment
- Coordinate, document and follow up equipment loans in line with the Association's policies
- Ensure equipment is kept in good repair and meets safety standards
- Manage equipment upgrades, repair and purchases
- Keep equipment store tidy and secure
- Provide access to equipment store on training and game days
- Report any issues and costs to the Association Committee as they occur

Required knowledge and skills:

- Understanding of the Association's policies, goals and values
- Ability to keep detailed and up-to-date records
- Knowledge of equipment and basic maintenance procedures
- Reliable and punctual

Diversity & Inclusion Officer

Key responsibilities:

- Ensure the safety and welfare of the Association's members
- Assist in the development and implementation of policies
- Advocate for the rights and interests of minor populations
- Facilitate projects to improve and enable participation of minority groups
- Provide feedback and assist the Association to create a positive club culture
- Undertake all relevant mandated and voluntary training

Required knowledge and skills:

- Understanding of the Association's policies, goals and values
- Excellent interpersonal and listening skills
- Working knowledge of barriers to participation and how to overcome them
- Ability to understand, interpret and report on statistics and studies relating to participation

Membership Helpers

Key responsibilities:

- Assist in ad-hoc duties in the areas of membership acquisition and retention
- Examples include answering membership enquiries through email or social media, greeting new members and introducing them to the team, explaining how to pay membership fees

Required knowledge and skills:

- Organised, reliable and punctual
- Excellent communication and relationship selling skills

Communications Helpers

Key responsibilities:

- Assist in ad-hoc projects in the areas of merchandise, events, social media and alumni
- Examples include picking and packing merchandise, capturing images for social media, obtaining quotes from suppliers, setting up the hall for events

Required knowledge and skills:

- Organised, reliable and punctual
- Excellent communication skills

Duty Roster Coordinator

Key responsibilities:

- Assist in the development of game-day duty roster
- Provide reminders and facilitate roster changes on a weekly basis
- Work closely with the Field & Game Day Coordinator and the Canteen & Bar Coordinator to ensure the smooth operation of home games

Required knowledge and skills:

- Organised, reliable and punctual
- Excellent communication skills

Field & Game Day Coordinator

Key responsibilities:

- Oversee the set up and pack up of the field and club rooms
- Manage the ground, hall and line-marking booking for game day
- Work closely with the Duty Roster Coordinator and the Canteen & Bar Coordinator to ensure the smooth operation of home games

Required knowledge and skills:

- Organised, reliable and punctual
- Excellent communication skills

Canteen & Bar Coordinator

Key responsibilities:

- Oversee the set up and pack up of the canteen and bar on game days
- Manage the menu, stock, purchasing and food handling
- Work closely with the Duty Roster Coordinator and the Field & Game Day Coordinator to ensure the smooth operation of home games

Required knowledge and skills:

- Certificates in Food Handling and Approved Managers
- Understanding of menu planning and budgeting within healthy canteen grant guidelines
- Ability to manage the preparation of food and reduce food waste
- Working knowledge of hygiene procedures including end-of-service kitchen cleaning
- Organised, reliable and punctual
- Excellent communication skills