



**ANUWFC**

Committee Roles &  
Responsibilities

# Background

Behind every successful club is a great Committee. Although ANUWFC is a community club run by volunteers, it cannot be underestimated the significant impact all Committee members have on the success of the longest and largest female football club in the ACT and the welfare of all those involved.

Joining the Committee is a great way to give back to the club and to be part of setting its direction for the future, as well as to give back to the club that had given you so much

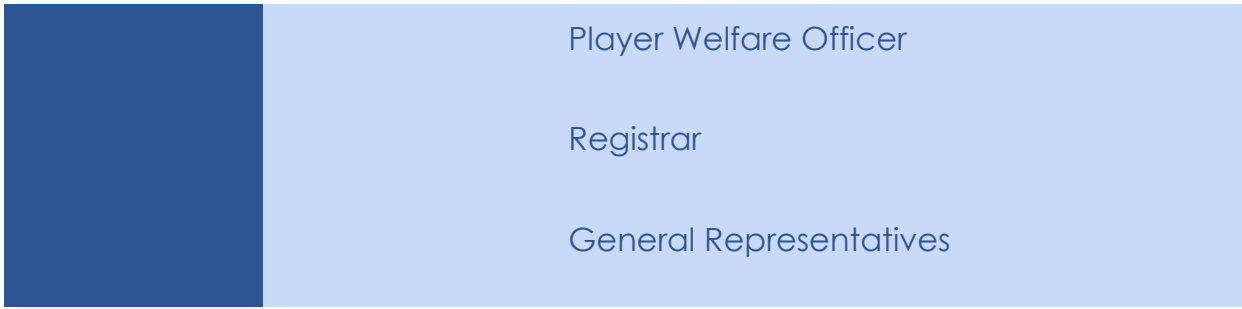
This document describes the roles and responsibilities of ANUWFC Committee members.

It is expected that all Committee members take on one of these roles and complete the work required of them on time and using the best of their abilities.

# How the Committee works

## Structure

Committee	Executive Members	President
		Vice President
		Treasurer
		Secretary
	Non-Executive Members	ANU Sport Liaison
		Communications Coordinator
		Equipment and Merchandise Coordinators
		Events Coordinator



## What do Committee members do?

- The Committee's role is to manage the affairs of the club, carry out its aims and promote its values
- Committee members attend monthly meetings to make decisions about how the club runs and resolve issues facing the club. Meetings can be virtual or in person (at executive discretion) and are about 1 hour long, though may be more frequent or longer during peak times (e.g. trials). As per the Club's constitution, all members of the Committee have equal voting rights
- The Committee also discusses some matters electronically using emails or other means (e.g. a Messenger group chat)
- Each Committee member has a portfolio for which they are responsible, however are expected to support all committee functions. This is especially so for general reps.
- All Committee members are also expected to provide general assistance in other areas if required
- If a Committee member feels they are unable to perform elements of their role at a given time, they should communicate this to the Committee/President (whichever they are comfortable with)

## Why join the Committee?

- The Club only exists with volunteers. Without a committee, you, your teammates and your coach wouldn't be able to play.
- It's a great way to give back to your club that has given so much to you.
- You'll have a chance to be involved in important club decisions. If you'd like to see something happen or think the club should run a certain way, this is a chance to have a meaningful say
- Different Committee roles can help you build different skills and gain valuable, diverse experience, which can be especially useful for job or graduate applications. Being on the Committee is a chance to learn new things and demonstrate what you can do.

- It's a great way to meet others in the club, build friendships across every division, and understand what's going on across the club, as well as the broader ACT football scene.

**Please familiarise yourself with all ANUWFC and ANU Sport policies, bylaws and charters:**

[https://drive.google.com/drive/folders/16owZf\\_bHaPKmezqMzGDIDupP2\\_VMdw2u?usp=drive link](https://drive.google.com/drive/folders/16owZf_bHaPKmezqMzGDIDupP2_VMdw2u?usp=drive_link)

## President

### General responsibilities

1. Promote the objectives of the Club through operational and strategic leadership.
2. Oversee all Committee members responsibilities.
3. Chair Committee meetings, AGM and Extraordinary meetings
4. Liaises with Capital Football on all strategic or high-impact issues; including going to meetings, building networks and managing communications
5. Work with ANU Sport with the support from the ANU Sport Liaison
6. Take proactive steps to resolve conflicts within the club or with other clubs/bodies as required
7. Sign all documents which require the signature of the head of the club

### Pre-Season responsibilities

1. Set the direction for the new Committee
2. Ensure Committee members are aware of their responsibilities and trained accordingly
3. With the support of the Committee and partners, oversee
  - a. The sourcing of sponsors and new partners for the club;
  - b. The attraction and retention of coaches and development of coaching agreements
4. Works with the Technical Director and provides the Technical Director with the support they need to provide leadership and advice to coaches before the season starts, and work with coaches to plan trials and selections
5. Lead the Committee's role in running trials
6. Provide advice to coaches and players on any operational issues with support from Technical Director
7. Advocate for the club's preferred division allocations and other arrangements with Capital Football (CF)

## Workload and time commitment required

- This position requires flexibility and responsiveness.
- The time commitment is approximately 5 hours per week plus committee meeting duties (once a month for 1 hour). During pre-season, especially trials, workload may peak to 10-15 hrs per week.
- Work is constant throughout the year
- Work during business hours Monday to Friday is required from time to time (needs flexible work/study arrangements to cater for this)
- Evening and weekend work is often required but the timing is usually flexible.

## Vice-President

### General responsibilities

1. Support the leadership of the club through the Committee executive
2. Work with the President on special projects for the club, such as pre-season competition and friendly matches, and special events games
3. Provide operational leadership and guidance as requested by the committee
4. Assist the President and needed, including through liaising with Capital Football, ANU Sport and others
5. Be the first point of contact on the interpretation of the competition regulations
6. Work with coaches so pre-match and post-match duties under the competition regulations are met
7. Work with Capital Football on matters that arise throughout the season, including amendments to team lists
8. Attend Capital Football meetings if the President is unable to.

### Pre-Season responsibilities

1. Work with the President to support trials
2. Work with Capital Football, coaches and Committee on competition regulations amendments during pre-season
3. Provide information to coaches, team managers and Committee members as needed on the competition regulations and match day responsibilities

## Workload and time commitment required

- This position requires flexibility and responsiveness.
- The time commitment is approximately 3 hours per week plus committee meeting duties (once a month - 1-2 hrs). During pre-season, workload may peak to 8 hrs per week.
- Work is constant throughout the year
- Work during business hours Monday to Friday is required from time to time (needs flexible work/study arrangements to cater for this)
- Evening and weekend work is often required but timing is usually flexible.

# Treasurer

## General responsibilities

1. Support the leadership of the club through the Committee executive
2. Support the management of the club's sponsorship portfolio, including seeking new sponsors and developing sponsorship agreements
3. Manage the day to day of club finances, including:
  - a. Paying all invoices on time and checking accuracy
  - b. Raising club invoices
4. Maintain accurate club financial records, including accounting and budget documents, using the appropriate systems
5. Collate receipts of expenditure in the Google Drive
6. Provide monthly financial updates at committee meetings
7. Prepare and present a statement of Receipts and Expenditure, a Balance Sheet and a Financial Report for the preceding year, as required for the club operations and to fulfil NPL, CF and ANU Sport obligations, which may be audited by a qualified person appointed by ANU Sport
8. Support the Merch and Equipment Coordinator functions
9. Provide advice and leadership to Committee members as required and relevant to the treasurer's duties, and support the Events Coordinator in their role

## Pre-Season responsibilities

1. Develop grant proposals
2. Prepare the club budget for the following season
3. Develop a plan for gaining sponsorships and contact appropriate local businesses
4. Prepare for and attend sponsorship meetings with the club president
5. Pay any outstanding invoices from the previous season

## Post-Season responsibilities

1. To fulfil our requirements for ANU Sport, collate the following documents for the calendar year period, to be sent no later than 30 days following the AGM:
  - a. Transaction record
  - b. Bank statement
  - c. Receipts

## Workload and time commitment required

- The time commitment is approximately 2 hours per week.
- During pre-season work may peak to 8 hours per week (sponsorship meetings and preparing budget).
- Required to attend committee meetings (once a month - 1-2 hrs).
- Work is constant throughout the year.
- Work during business hours Monday to Friday is rare. Work can be mostly performed in the evenings/weekend

## Secretary

### General responsibilities

1. Support the leadership of the club through the Committee executive
2. Manage key club processes and communication systems
3. Organise the club email inbox and allocate tasks to Committee members and coaches as required and track their completion.
4. Maintain club records including Committee meeting and AGM minutes, including ensuring strong electronic filing procedures
5. Provide secretariat support to all official club meeting including sending invitation, preparing an agenda, taking minutes, sharing papers and keeping a record of the actions
6. Oversee the review of club process, procedures, manuals and any other official documents
7. Provide advice and leadership to committee members as required, and support the Communications Coordinator and Registrar roles.

### Pre-Season responsibilities

1. Provide the annual report, statement of accounts and names of elected office bearers to ANU Sport within 14 days of the AGM
2. Prepare/review all documents and information required for trials and pre-season (forms, surveys, attendance sheets, etc)
3. Work with coaches and Committee to prepare for trials, including organising records of those attending
4. Ensure the club is meeting any regulatory or registration requirement
5. Work with coaches to make sure all teams are finalised on schedule

### Post-Season responsibilities



1. Send ANU Sport an AGM notice and agenda 14 days prior to the AGM.
2. Provide the [following documents](#) to ANU Sport within 30 days of the AGM:
  - a. AGM minutes
  - b. AGM attendance list (Preso night ticket holders)
  - c. Transaction record (treasurer to provide)
  - d. Bank statement (treasurer to provide)
  - e. Receipts (treasurer to provide)
  - f. Inventory (treasurer to provide)
  - g. List of office-bearers
3. Fill out the following forms:
  - a. Change of club executive committee member's form
  - b. Incoming club executive committee contact list

## Workload and time commitment required

- This position requires flexibility, The time commitment is approximately 2-5 hours per week plus committee meeting secretariat duties (once a month – 1-2 hrs).
- Required to attend committee meetings (once a month - 1 - 2 hrs).
- Work is constant throughout the year.
- Work during business hours Monday to Friday is rare. Work may be mostly performed in the evenings/weekends.

## ANU Sport Liaison

### General responsibilities

1. Build and maintain strong relationships with ANU Sport
2. Manage all field bookings with ANU Sport, and if required, ACT Government and/or CF.
3. Work with Registrar to keep ANU Sport membership list updated
4. Work with the executive to fulfil all ANU Sport affiliation requirements on time
5. Complete [ANU Sport Club Activity Approval forms](#) and associated risk assessments for training and gameplay-related activities.
6. Work with the executive to fulfil ANU Sport reporting requirements

7. Communicate with coaches about field allocations (including wet weather cancellations and changes)
8. Attend ANU Sport meetings.

## Pre-Season responsibilities

1. Confirm field bookings for trials, pre-season, season training and summer soccer by December each year
2. Complete the [ANU Sport Club Activity Approval form](#) for pre-season trials/training.
3. Confirm ANUWFC has completed requirements for ANU Sport affiliation

## Workload and time commitment required

- This position requires flexibility, responsiveness and availability during normal business hours.
- The workload is varied, at approximately 1-2 hours per week.
- Required to attend committee meetings (once a month - 1-2 hrs).
- Work 9-5pm during weekdays is often required
- Evening or weekend work is rare.
- This position suits someone who can be flexible to liaise with ANU Sport at short notice during business hours for 30 minutes-1hr when required.

# Communications Coordinator

## General responsibilities

1. Plan and implement a social media campaign for the season with support from the events coordinator and the secretary
2. Manage all social media platforms (website, Facebook, Instagram)
3. Update the social media platforms and the website with:
  - a. Training schedules as provided by the ANU sport liaison
  - b. Event notifications as advised by the Events Coordinator
  - c. Scores and Players of the Match
  - d. Make sure the club meets required sponsorship agreements around social media advertising, etc
4. Respond to posts and messages coming through all social media platforms (website, Facebook, Instagram)
5. Maintain the Instagram page, including posting weekly score updates and players of the match
9. Maintain the Website (anuwfc.org)

## Pre-Season responsibilities

1. Ensure all social media platforms (Facebook, Instagram) are up to date with information, including working with the Equipment and Merchandise Coordinator to have merchandise prices and availability updated on the website.
2. Review and update the website with current information about the club committee, coaches and any other information that may have changed from the previous season.

## Workload and time commitment required

- This position requires flexibility, responsiveness and availability to check and respond to social media enquiries. Social media enquiries are more frequent during trials.
- The workload is variable, but requires at least 1-2 hours each week for communicating scores, Player of the Match results and similar weekly comms. During trials or in the lead up to events, additional time may be needed.
- Required to attend committee meetings (once a month - 1-2 hrs).
- Work 9-5pm during weekdays may be required to reply to urgent messages.
- Most of the work can be done in the evenings/weekends.

# Equipment and Merchandise Coordinator

*Note: this position may be split into one Equipment Manager, and one Merchandise Coordinator, as it was in 2024.*

## General responsibilities

### Equipment

1. With support from the executive and approval by the Treasurer, purchase all football equipment to be used by the club.
2. Organise the delivery of equipment to coaches before the season start and as required during the season
3. Maintaining a register/list of all equipment that has been issued to each coach, including team jerseys, and their condition.
4. Maintaining a long-term register of team strips and equipment to provide recommendations on what needs to be retired/replaced
5. Source any new merchandise or equipment requests as approved by the executive

### Merchandise

1. Manage and fulfil all merchandise orders, work closely with Communications Coordinator and other members of the Committee for these requests
2. Plan for the merchandise range for the season, including any new items that may be added to the range.
3. Order merchandise and equipment once approved by the committee.
4. Organise delivery of merchandise to the club and to those who purchase products
5. Manage the yearly stocktake

## Pre-Season responsibilities

1. Lead the club's annual stocktake with the support of the committee
2. Liaise with coaches on equipment and team kit requirements for all teams in the club, ensuring equitable provision of equipment
3. Order merchandise and equipment so as it arrives in time for trial or pre-season

## Workload and time commitment required

- The workload is variable from 1-3 hours per week. Busiest periods are during the stocktake (December) and pre-season (January-March).
- Required to attend committee meetings (once a month - 2 hrs).
- Work 9-5pm during weekdays is rare.
- This position suits someone who can work only weekends or evenings.

# Events Coordinator

## General responsibilities

1. Plan and organise events and fundraisers for the club, including creative direction, working with Communications Coordinator on advertising and promotion, and selling tickets
2. Work with Treasurer to manage event budgets, make sure suppliers (e.g. catering, media, photographer, bar staff etc) and venues are secured on time and invoices for events are paid
3. Work with the social subcommittee and other volunteers to set up venues as required
4. Complete the [ANU Sport Club Activity Approval form](#) and associated risk assessment for all events

## Pre-Season responsibilities

1. Construct a social calendar of events in consultation with the Committee
2. Contact venues and organise bookings for club events
3. Set up a social subcommittee to help with the organisation of the club's events (this could include non-committee members as well as committee members)

## Workload and time commitment required

- The workload for this role varies. Busiest periods are during the planning phase (Jan-Mar each year) and in the month leading up to each event.
- The time commitment is approximately 1-2 hours per week. During busy-periods or in the lead up to an event workload will be approximately 4 hours per week. Additionally, required to attend committee meetings (once a month - 2 hrs).
- Work 9-5pm during weekdays may be required from time to time, but is rare and can usually be done via apps on the phone, during lunch break.
- Evenings and weekend work will be required, especially during or in the lead up to club events.

# Player Welfare Officer

## General responsibilities

1. Promote player health and welfare initiatives in the club.
2. Develop new player health and wellbeing initiatives, and maintain existing programs (e.g. Sports Trainer).
3. Set up channels for players to communicate with the Committee about player welfare matters.
4. Support players to make insurance claims for injuries, including by ensuring club information about insurance is up to date, sharing this information with players and signing insurance claim forms.
5. Organise club surveys and distribute results as appropriate.
6. Support the club President in addressing player welfare concerns.
7. Liaise with relevant bodies in relation to any wellbeing and inclusion plans or projects for the club.

## Pre-Season responsibilities

1. Work with the Committee to identify areas of player wellbeing and inclusion improvement.
2. Work with coaches and Technical Director to promote injury prevention mechanisms including evidence-based warm-ups (e.g. FIFA 11+).
3. In consultation with players and coaches, develop plans for the club to increase inclusiveness, friendliness, respect and sense of belonging in the club.
4. Make sure all volunteers in the club hold a current working with vulnerable people card.

## Workload and time commitment required

- This position requires flexibility, responsiveness and availability during normal business hours.
- The workload is variable, but it is rarely over 2 hours per week.
- Work 9-5pm during weekdays may occasionally be required
- Evening or weekend work may be required
- Required to attend committee meetings (once a month - 1 - 2 hrs).
- Due to the nature of this position it suits someone who can be flexible as enquiries may be urgent - however this is very unusual.

# Registrar

## General responsibilities

1. Be the first point of contact for all enquiries (players or coaches) about registration requirements for Capital Football and ANU Sport
2. Manage all aspects of player registration with Capital Football and the registration portal
3. Work with Secretary and coaches to finalise team lists in accordance with Capital Football official registrations
4. Support coaches to submit match cards and use Capital Football's online systems

## Pre-Season responsibilities

1. Review and amend registration process and guidelines so as to abide by Capital Football and ANU Sport requirements and fee schedules.
2. Set registration dates
3. Submit club membership, team nominations and team lists to Capital Football and manage changes
4. Work with Committee to ensure registration process and guidelines have been published
5. Attend training (or refresher training) about registration portal
6. Action and monitor the process of international transfer certificates as appropriate.

## Workload and time commitment required

- The workload is variable from 1 to 5 hours per week. Busiest periods are during the registration period (March-April).
- Required to attend committee meetings (once a month - 1-2 hrs).
- Working 9-5pm during weekdays is rare.
- This position suits someone who can only work weekends or evenings.



# General Representatives

## General responsibilities

- Attend Committee meetings
- Provide continued support to other committee members and committees projects as priorities change (e.g. registrar during trials, events support)

## Pre-Season responsibilities

- Attend Committee meetings and assist other Committee Members with any pre-season preparation.

## Workload and time commitment required

- Required to attend committee meetings (once a month - 1 - 2 hrs).
- Workload can vary depending on what you put your hand up for, and if you participate in any sub committees.
- General workload varies between 1-5 hours per month.
- If you have changing availability (e.g. more free time during uni holidays and less during exams/busy work times) then this is a great role as the time commitment is flexible.
- General Representative is a great introduction to the committee and provides valuable exposure to all roles and portfolios prior to committing to a named role.
- If some named roles are not filled, you may be asked to step into them, even temporarily until a by-election can be held.
- Throughout the season, you have the opportunity to support other roles and to take on a broad range of tasks to ensure the successful running of the club.
- You also have the opportunity to present and deliver your own ideas to better the club (e.g. create efficiencies for other positions, implement a new program, run a fundraiser)