



Introduction to Duties and Functions of Officials:

Bradbury Ambarvale Football Club relies on a dedicated team of officials to ensure smooth operations and effective management of its activities. Each official plays a vital role in maintaining the Club's standards, fostering community engagement, and supporting players, coaches, and members. From overseeing finances and registrations to promoting the Club's activities and ensuring compliance with regulations, these roles are essential to the Club's success. Below is a detailed outline of the duties and functions of each official, highlighting their responsibilities and contributions to the Club.

Duties and Functions of Officials:

President: The President leads all meetings, ensures compliance with Club rules and by-laws, and oversees various administrative and operational tasks.

- Chairs all meetings and ensures they follow Club rules and by-laws.
- Prepares the annual report and assists with the audited financial statement.
- Acts as a delegate to the MFA, keeping the Club informed of MFA proceedings.
- Oversees child protection compliance and maintains a register of coaches and officials.
- Supports committees and officers in their duties.
- Provides written reports for all meetings.

Vice President: The Vice President supports the President, steps in when necessary, and assists with Club operations.

- Chairs meetings in the President's absence.
- Acts as a delegate to the MFA when the President is unavailable.
- Assists with trial game organization and registrations.
- Prepares reports for meetings.
- Provides general support to committees and officers.

Secretary: The Secretary manages the Club's business, correspondence, and official records while ensuring compliance with regulations.

- Handles Club correspondence and official records.
- Oversees the Club's stamp and insurance arrangements.
- Ensures compliance with the Club's rules and by-laws.
- Acts as Public Officer and handles paperwork for the Department of Fair Trading.
- Attends MFA meetings and keeps the Club updated on proceedings.

Assistant Secretary: The Assistant Secretary supports the Secretary and assists with team management and administrative tasks.

- Helps with team management duties as required.
- Prepares reports for meetings.
- Assists in the Secretary's absence.

Treasurer: The Treasurer oversees the Club's finances, ensuring proper management of funds and financial records.

- Receives and banks all Club money.
- Maintains financial records and prepares statements for meetings.
- Pays verified accounts and prepares budgets.
- Provides financial records upon request.
- Ensures authorized signatories are updated with the bank.

Registrar: The Registrar handles player, coach, and manager registrations and ensures all members are eligible to compete.

- Manages registrations with the MFA.
- Maintains the Club's database.
- Organizes team nominations and appeals.
- Provides membership reports to the Management Committee.

Minutes Secretary: The Minutes Secretary records attendance and minutes for meetings and assists in maintaining membership records.

- Keeps attendance records and meeting minutes.
- Maintains up-to-date membership records.
- Distributes minutes to eligible members.
- Assists in the Secretary's absence.

Publicity Officer: The Publicity Officer promotes the Club's activities and assists with sponsorship efforts.

- Publicizes Club activities.
- Assists with sponsorship coordination.
- Prepares editorial statements for media outlets.
- May help produce newsletters during the competition season.

Equipment Officer: The Equipment Officer manages Club equipment, ensuring proper storage, maintenance, and record-keeping.

- Purchases equipment with Management Committee approval.
- Maintains a register of assets and stock.
- Conducts stocktakes and coordinates storage during the off-season.

Member Protection Officer: The Member Protection Officer ensures compliance with child protection regulations and oversees required declarations.

- Ensures compliance with state legislation and MFA regulations.
- Oversees the execution of required declarations by coaches, managers, and Club officials.

Assistant Treasurer: The Assistant Treasurer supports the Treasurer in their financial duties as agreed upon by the Management Committee.

- Assists the Treasurer with financial tasks.

Assistant Registrar: The Assistant Registrar supports the Registrar in their registration duties as agreed upon by the Management Committee.

- Assists the Registrar with registration tasks.

Sponsorship Coordinator: The Sponsorship Coordinator liaises with sponsors, seeks new sponsorships, and maintains sponsor records.

- Communicates with sponsors and ensures they receive updates.
- Actively seeks new sponsorships.
- Maintains a portfolio of sponsor details.
- Prepares reports for meetings.

Competition Secretary: The Competition Secretary provides fixture schedules, acts as a contact for team officials, and assists with trial matches.

- Distributes fixture schedules to team officials.
- Acts as a contact for coaches and managers.
- Contributes points tables to newsletters.
- Assists with organizing trial matches.