

Accountability

- JJJFC Members
- JJJFC Committee

Hours _____ / **Week – Month - Season**

Objective

- To oversee the activities of the club and ensure all business is conducted in an ethical manner and within the guidelines of the Constitution and/or ByLaws and to ensure that all club officials receive the necessary guidance, leadership, resources and communication to ensure the smooth running of the club.
- To provide strong, efficient and effective leadership for the Club.
- Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.
- To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

Responsibilities

- Chair all meetings where practical and provide adequate communication to the Vice Presidents to enable them to chair meetings in the President's absence.
- Provide clear direction and communication to committee members and general members to enable them to carry out their duties within the guidelines of the Constitution and/or ByLaws.
- Ensure sub committee's and committee members fulfil their responsibilities to the Club.
- Assist other Committee members in their duties as required.
- Assist the Treasurer to compile realistic and achievable financial budgets for the season.
- Represent the club as a delegate to the District Development Council and JCC and liaise with the local council on behalf of the club.
- Responsible for the information entered on the club website.
- The setting of strategic plans aimed at providing opportunities for all children in the area to have the opportunity to play football in the best possible learning environment.
- Foster an interactive, progressive committee and ensure they have the necessary skills and resources to carry out their duties.
- Manage Portfolio as set down by the committee.

Relationships

- Jandakot Jets Junior Football Club Committee
- Jandakot Jets Senior Football Club
- WA Football
- Cockburn City Council
- Volunteers

Reports

- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.