

## **Accountability**

- JJJFC President
- JJJFC Committee

**Hours** \_\_\_\_\_ / **Week – Month - Season**

## **Objective**

- To oversee all football related matters across the Club.
- Provide leadership to all football coaches, players, support staff and volunteers.
- To provide support to the President of the Club.
- To provide support to the Executive and Committee members to ensure the efficient operation of the.

## **Responsibilities**

- Responsible for assisting the President carry out their duties and to assume control of the committee meetings in the President's absence.
- Responsible for the effect and efficient running of the Youth teams in the club.
- Work with the Fundraising Coordinator and Treasurer to ensure a fundraising strategy is in place to assist with the financial viability of the club.
- Oversees the operations of the canteen liaising with the Canteen Manager.
- Liaise with other users of the Atwell Reserve facility to ensure the effect and efficient running of the facility.
- Assume the role of chair at committee meetings and attend delegates meetings in the President's absence.
- Manage Portfolio as set down by the committee.

## **Relationships**

- Supports all coaches, players, support staff and volunteers.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

## **Reports**

- Provide a report on portfolio operations to the monthly Committee meeting.
- Reports to the Club President and General Committee of the Club.