Woodvale Secondary College Parents & Citizens Association Soccer Committee

Roles of committee Members

PRESIDENT

The Chairperson has a strategic role to play in representing the vision and purpose of the committee. The Chairperson ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

The responsibilities are:
- To plan, attend and run committee meetings
- Carry out agreed actions set by the committee
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To communicate effectively the vision and purpose of the organisation (speech at presentation night).
- To make a Presidents report at the annual general meeting (AGM)

SECRETARY

The role of the Secretary is to support the chair in ensuring the smooth functioning of the Committee.

The responsibilities are:
- To prepare agendas in consultation with the President.
- To circulate agendas and any supporting papers in good time.
- To receive agenda items from other committee members.
- To attend committee meetings and check that all members are present.
- To minute meetings and circulate the minutes to all committee members.
- To ensure that the President signs the minutes once they have been approved for banking purposes.
- To check that committee members and staff have carried out action(s) agreed.
- To circulate agendas and minutes of the annual general meeting (AGM) and any committee meetings
- To ensure arrangements for meetings are met (venue, communicating with committee members).
- Carry out agreed actions set by the committee

TREASURER

The role of a Treasurer is to maintain an overview of the committee’s financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

The responsibilities are:
- To oversee and present budgets, accounts and financial statements.
- To liaise with designated people about financial matters.
- Attend committee meetings and present financial reports to the committee.
- Carry out agreed actions set by the committee
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the fundraising strategy of the organisation.

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SOCCER COACH REPRESENTATIVE

The role of the soccer coach representative is to provide the committee with information regarding the Woodvale Secondary College Soccer Program.

The responsibilities are:
- Attend committee meetings
- Carry out agreed actions set by the committee
- Act as a liaison with the school

P&C REPRESENTATIVE

The role of the P&C Representative is to attend the P&C Meeting on behalf of the Soccer committee

The responsibilities are:
- Attend P&C meetings and raise items on behalf of the Soccer Committee
- Attend committee meetings and present P&C findings to the Soccer Committee
- Carry out agreed actions set by the committee

GENERAL COMMITTEE MEMBERS

The role of a committee member is to participate at committee meetings and offer help and support to any tasks that need completing.

The responsibilities are:
- Attend committee meetings
- Carry out agreed actions set by the committee
- To make decisions as a collective group and hold joint responsibility for decisions and actions taken by the committee, even in their absence. They are responsible for ensuring that all decisions are taken in the best interests of the committee and that their role is carried out effectively.