



# EVERTON AFC



## EVERTON AFC Committee Roles and Responsibilities

### **Chairperson:**

- Act as the overall leader of the management committee running the club.
- Act as the primary conduit for communications to the club trustees.
- Be the primary representative of the club in dealings with all outside bodies and act as its spokesperson wherever appropriate.
- Ensure the club's activities are in line with EVERTON AFC, Cork Schoolboys League, Cork Youth League, Munster Senior League and FAI rules, policies, and procedures.
- Ensure that the club's activities are conducted safely and that collective responsibility for safety is emphasised at all levels.
- Oversee the appropriate management of club accounts.
- Prepare agendas and communicate notice of meetings.
- Ensure required insurances are in place.

### **Secretary:**

- To attend the general meeting of the Club and meetings of the Committee and subcommittees.
- To convene such meetings.
- To keep minutes and other records of the Club.
- To conduct correspondence on behalf of the Club.
- To carry out such other duties as may be required by the Committee from time to time.
- A temporary substitute for the Secretary may be appointed by the Committee for such purpose or such time as may be necessary.



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## **Treasurer:**

- To set a budget for the following calendar year.
- To recommend an appropriate annual membership fee.
- To consider fund raising activities are required by the Club.
- To approve all Club expenditure and receipts or vouchers shall be submitted to the Treasurer before payment is made.
- To hold the Club cheque book and to countersign cheques.
- To deal with the Club's bankers from time to time.
- To produce a set of financial statements at each A.G.M.
- The Treasurer may appoint Club members to collect annual subscriptions from various members and/or groups of members.

## **Coach Liaison Officer:**

- Act as the primary conduit for communications to and from coaches within EVERTON AFC.
- Pass on communication from the Munster Senior League / Cork Schoolboys League to the relevant coaches.
- Organise and chair regular coaches meeting.
- Provide coaches feedback to the management committee.
- Provide management committee feedback to the coaches, either at the next coaches meeting or sooner if required.

## **Public Relations officer:**

- To promote the club in the local community.
- To inform members of club activities via appropriate means (club website, club Facebook, club web-text).
- Ensure that all photos meet club guidelines for child protection.



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## Child Protection Officer:

- Hold an up-to-date certificate of Child Protection from FAI.
- Children's Officers should be familiar with the Code of Ethics and Child Welfare Guidelines of the EVERTON AFC, Cork Schoolboys League, and the FAI.
- Should promote awareness of child welfare policies and procedures to players, parents, and coaches.
- Should influence policy and practice within the club to prioritise children's needs.
- To encourage the involvement of parents/guardians in the club activities and co-operate with them in ensuring a safe and enjoyable environment for their children.
- To act as an advisory resource to coaches on best practice in children's sport.
- S/he is the link between the children and the adults in the club.
- S/he also takes responsibility for monitoring and reporting to the Club Committee on how club policy etc. impacts on children and their Sports Leaders.
- The primary role of the Children's Officer is the welfare of the children. They should be available to any player or parent who has concerns. Their contact numbers should be made available to all members of clubs and their parents.
- Children's Officers should operate independently of their club's administrative and coaching structure, i.e., they should not be a committee member or a coach.
- They must operate a strict code of confidentiality within the club, but if a concern about child protection comes to the Children's Officer, they should inform the designated person or, if not possible, the appropriate statutory authority.
- Ensure that all coaches have been advised on the club's code of ethics and code of conduct.
- Ensure that all coaches have been garda vetted.
- Ensure that all coaches keep an accurate attendance sheet at all training and match sessions.



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## Schoolboys Chairperson:

- Ensure the club's activities are in line with EVERTON AFC, Cork Schoolboys League and FAI rules, policies, and procedures.
- Ensure that the club's activities are conducted safely and that collective responsibility for safety is emphasised at all Schoolboy levels.
- Prepare agendas and communicate notice of Schoolboy meetings.

## Schoolboys Secretary:

- Act as the primary conduit for communications to the Cork Schoolboys League.
- Send in all official match results.
- Assist with all aspects of club administration, including:
  - Ensure all coaches of teams in Cork Schoolboys Leagues receives a copy of all emails from the Cork Schoolboys League automatically.
  - Communicate notice of meetings.
  - Record minutes of each meeting (delegated to assistant).
  - Present minutes of each meeting to subsequent meeting for approval (delegated to assistant).
  - Follow up on actions from meetings with people assigned the actions.
- Send out correspondence re training courses etc.

## Assistant Secretary:

- On had to assist and help where needed, also may need to step in and substitute if required.

## Assistant Chairperson:

- On had to assist and help where needed, also may need to step in and substitute if required.

## Assistant Treasurer:

- On had to assist and help where needed, also may need to step in and substitute if required.



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