

Position Description and Agreement



Fortitude Valley Rugby League Football Club Committee Person - General

Purpose

The role of the Fortitude Valley Rugby League Football Club (FVRLFC) – Junior Division General Committee Member is to provide support to the President, Secretary and other committee members to ensure the club sets and meets its goals and objectives, is administered according to Club Rules and completes all legal and compliance obligations.

Key Roles & Responsibilities

The general responsibilities of committee members are wide and varied and may include, but certainly not limited to the following responsibilities:

Knowledge

To successfully undertake the role of a committee member they should:

- ☐ Be well informed of all club activities, especially those of all sub committees
- ☐ Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- ☐ Understand the legal and compliance obligations of running the club

Governance

Committee members generally contribute to the development, definition and delivery of the following club activities and responsibilities:

- ☐ Culture and behaviours
- ☐ Goals and objectives and documented strategies and implementation plans on how they will be achieved
- ☐ Identification and formulation of budgets and cash flow projections for the upcoming year
- ☐ Ensuring compliance and legislative obligations are met
- ☐ Ensure the health and safety of all club participants
- ☐ Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- ☐ Volunteers are trained and supported throughout the year to undertake their roles successfully
- ☐ Assist the President and Secretary in their duties as required
- ☐ Undertake tasks at the request of the president or General Committee.
- ☐ Undertake club portfolios specified by the President or Committee members

Participating in Meetings

Attending and actively participating and contributing in committee meetings is a core function of a committee member.

Essential Skills & Requirements

General Committee members are expected to:

- ☐ Act in the best interest of the members always
- ☐ Attend all Committee members
- ☐ Undertake the role in good faith and honesty
- ☐ Dedicated club person
- ☐ Ability to provide calculated opinion in group discussions at committee meetings
- ☐ Effective communicator
- ☐ Be discreet and able to maintain confidentiality on relevant matters
- ☐ Hold or willing to apply for a current volunteer “working with children” check (if required)

If at any stage the FVRLFC General Committee Member becomes aware of any personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the FVRLFC Secretary of the conflict who will immediately inform all other committee members.

The primary function of the role is to ensure the effective running of the football club including all areas of training and game day operations and administration, financial management, risk management and leadership at Fortitude Valley Rugby League Football Club – Junior Division (FVRLFC).

One year – position up for re-election at association Annual General Meeting.

Remuneration

This position is undertaken on a voluntary basis.

Agreement

I, _____(name), hereby agree to accept and undertake the position of FVRLFC General Committee Member as outlined in the position description above.

Signed: _____
(FVRLFC General Committee Member)

Signed: _____
(FVRLFC President)

Date: _____

Date: _____

February 2020