



## Committee Roles and Responsibilities at Harrold & Carlton FC

### **Our Committee:**

Chairman  
Club Secretary  
Treasurer  
Child Welfare Officer

*\*The above four roles are the minimum required to run the club*

Vice Chairman  
Registrations Secretary  
Communications Secretary  
Playing Field Representative  
Charter Standards Secretary  
Events Coordinator

Each committee member will hold office from the date of appointment until the next AGM unless otherwise resolved at a special general meeting. One person may hold no more than 2 positions of club officer at one time. The Club committee shall be responsible for the management of all the affairs of the club. Decisions of the club committee shall be made by a simple majority of those attending the club committee meeting. The quorum for the transaction of business of the club shall be 3.

An outgoing member of the Club Committee may be re-elected. Any vacancy on the club committee which arises between AGM meetings shall be filled by a member proposed by one and seconded by another of the remaining committee members and approved by a simple majority of remaining members.

### **Chairman**

#### ***Who will I be responsible to?***

The Club Committee.

#### ***What is the role of the Club Chairperson?***

Chair the committee meetings and AGM, assist the Secretary to produce the agendas and head the Committee in making decisions for the benefit of the whole club including disciplinary matters.

#### ***What else can you tell me about the job?***

As the Chairperson of the Club, it is essential you are a strong leader who can be objective and be a supporting officer to the Secretary.

#### ***What sort of tasks are involved?***

Tasks will include:

- Chair committee meetings/AGM
- Agree monthly agenda for committee meetings and the AGM

#### ***How much time will I need to give to the job?***

Three to four hours per month and 2 hours for meetings etc.



## **Club Secretary**

### ***Who will I be responsible to?***

The Club Committee, through the Chairperson.

### ***What is the role of the Club Secretary?***

The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The secretary is the main point of contact for people within and outside the club on just about every aspect of the club's activities.

Tasks will include:

- Attending league meetings if required
- Affiliating the club to the County FA
- Affiliating the club to the league(s)
- Registering players to the league(s)
- Dealing with correspondence
- Organising and ensuring match/training facilities for the season
- Organising the committee meetings & AGMs

### ***How much time will I need to give to the job?***

Generally two to three hours per month, however it will increase at busy times particularly towards the end of season/start of a new season.

## **Treasurer**

### ***Who will I be responsible to?***

The Club Committee.

### ***What is the role of a Treasurer?***

The main purpose of this job is to look after the finances of the club.

### ***What else can you tell me about the job?***

The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures and prepared to take instant decisions when necessary.

Tasks will include:

- Paying the bills and recording information
- Keeping up-to-date records of all financial transactions
- Ensuring that all cash and cheques are promptly deposited in the bank or building society
- Ensuring that funds are spent properly
- Issuing receipts for all money received and recording this information
- Reporting regularly to the Committee on the financial position
- Preparing a year end statement of accounts to present to the auditors
- Arranging for the statement of accounts to be audited
- Presenting a year-end financial report to the AGM

### ***How much time will I need to give to the job?***

Approximately one to two hours per month, will vary at certain times of the year.



## **Child Welfare Officer**

### ***Who will I be responsible to?***

The Club Committee.

### ***Who will I be responsible for?***

You will work with the club officials and team coaches/managers to ensure they are carrying out their duty of care when running football activities for children. Importantly you will be a point of contact for children and parents if they have any concerns about the way they are being treated.

### ***What is the role of the Welfare Officer?***

To be clear about the clubs responsibilities when running activities for children and young people. This involves:

- Ensuring these responsibilities are well understood by others.
- Working with your County FA Welfare Officer as required.
- Promoting The FA's RESPECT Programme and helping to develop best practice processes.

### ***What else can you tell me about the job?***

In order to carry out your responsibilities you need to maintain & understand the following:

- FA safeguarding children policy and equality policy
- The FA RESPECT Codes of Conduct
- The aims of the RESPECT programme
- How The FA DBS/CRB process works
- How to refer a concern about the welfare of a child
- Communication with County FA Welfare Officer if you need help or advice
- Communication with coaches and managers about the importance of being consistent role models for their players
- Communication with club officials about the RESPECT programme and its aims
- Communication with parents / spectators and get them to sign up to the RESPECT code
- Monitor incidents of poor behaviour and liaise with your committee, League or County Welfare Officer;

### ***What sort of tasks are involved?***

Tasks will include:

- Ensuring everyone who needs an FA DBS/CRB check does one
- Validating documents for DBS/CRB checks
- Ensuring all club officials have completed The FA Safeguarding Children workshop
- Assisting with the planning of any club activities.

### ***How much time will I need to give to the job?***

Approximately two to three hours per month, can vary at certain times of the year.



## **Vice Chairman**

### ***Who will I be responsible to?***

The Club Committee.

### ***What is the role of the Vice Chairman?***

To assist the Chairperson in the running of the club, & to act as deputy Chairperson as & when appropriate.

### ***How much time will I need to give to the job?***

Two to three hours per month for meetings etc.

## **Registration Secretary**

### ***Who will I be responsible to?***

The Club Committee.

### ***What is the role of a Registration Secretary?***

The role of the Registration Secretary is to maintain & create a Club Register of all existing & new players within the appropriate time scale.

Tasks will include:

- ensure that the fees collected, reconcile to the playing registration list at all times
- ensure all registration fees are banked as soon as possible
- inform Club Treasurer of any bank transactions
- to liaise with all managers regarding registrations
- to pursue outstanding registration fees
- distribution of Club Code of Conducts to managers for players, parents & spectators

### ***How much time will I need to give to the job?***

Generally an hour per month, however 4-5 hours a month are required at the start of a new season.

## **Communication Secretary**

### ***Who will I be responsible to?***

The Club Committee.

### ***What is the role of the Communications Secretary?***

- To raise the profile of the club in the local community
- Maintain and update the club website and social media
- Provide regular news and updates to all members via a newsletter

### ***How much time will I need to give to the job?***

Approximately one hour per week.



### **Playing Field Representative**

***Who will I be responsible to?***

The Club Committee.

***What is the role of the Communications Secretary?***

- To ensure representation of HCFC to Harrold Playing Field Committee
- Communicate HPFA meeting information to the committee and vice versa
- Determine whether the facilities are usable/playable during adverse weather conditions
- Ensure equipment is correct & present and maintained at Harrold playing Field

***How much time will I need to give to the job?***

Approximately 2 hours per month.

### **Charter Standard Secretary**

***Who will I be responsible to?***

The Club Committee.

***What is the role of the Charter Standard Secretary***

To assist and ensure HCFC meets the criteria to become and maintain a FA Charter Standard Club.

Tasks will include:

- Ensure HCFC meet the criteria laid out by the standard
- Complete an application form and provide supporting evidence
- Complete action plan provided by the FA
- Attend FA Charter Standard events

***How much time will I need to give to the job?***

One to two hours per month



## **Events Coordinator**

### ***Who will I be responsible to?***

The Club Committee.

### ***What is the role of the Events Coordinator?***

The main purpose of this job is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships within the club.

### ***What else can you tell me about the role?***

You must be enthusiastic, motivated, have good communication skills and be well organised and committed.

Tasks will include:

- Organising a presence at Harrold Pit Run
- Organising our end of season awards
- Organising a biennial charity dinner
- Booking club trips to MK Dons

### ***How much time will I need to give to the job?***

Approximately one - two hours per month.

If you are interested in volunteering for one of the roles or have any questions or queries please contact the committee on [committee@harroldandcarltonfc.co.uk](mailto:committee@harroldandcarltonfc.co.uk) or anyone of our coaches on [coaches@harroldandcarltonfc.co.uk](mailto:coaches@harroldandcarltonfc.co.uk)