



BMFC Committee Position Descriptions

Core Committee positions

Position	Duties
President	<ul style="list-style-type: none"> Chair monthly general meetings. Assist any of other committee members in their role as needed. Prepare an end of season report.
Vice President	<ul style="list-style-type: none"> Chair monthly general meetings when the President is not available. Assist the President and Secretary in their roles as needed.
Secretary	<ul style="list-style-type: none"> Take minutes at all meetings and distributes to Committee members via email. Collect mail and distribute to relevant Committee members. Receive emails from SSFA and distribute to relevant Committee members (may be undertaken by Assistant Secretary) Relay any important information to the Committee as needed.
Assistant Secretary	<ul style="list-style-type: none"> Assist the Secretary in their role (eg managing emails)
Treasurer	<ul style="list-style-type: none"> Present a report to each monthly general meeting. Assist the Registrar in processing player fees. Organise payments for referees on game days. Look after all accounts and payments for the Club. Prepare an end of season report.
Registrar/s	<ul style="list-style-type: none"> Set up and manage the Club's registration process. Liaise with the Treasurer re payment of fees. Provide all player information to SSFA by required dates. Prepare an end of season report.
Public Officer	<ul style="list-style-type: none"> Be the official contact point for NSW Fair Trading (nominal position)
Gear Steward	<ul style="list-style-type: none"> Manage uniform ordering, sales and stock. Prepare team kit bags at the start of the season. Arrange collection of kit bags at the end of the season.
Canteen Manager	<ul style="list-style-type: none"> Organise canteen volunteer rosters. Manage canteen stock and ordering. Supervise canteen volunteers on home game days.
SSFA Delegate	<ul style="list-style-type: none"> Attend monthly SSFA meetings at SSFA Office at Kirrawee and report any important information to the Committee. Clear BMSC mailbox at SSFA office and give to Secretary.
Fundraising Officer/s	<ul style="list-style-type: none"> Initiate and organize fundraising/sponsorship activities for the Club.

Position	Duties
Rooball Coordinator	<ul style="list-style-type: none"> Organise Rooball Referees' roster for home games. Be the Committee contact point for Rooball coaches.
Head Coach	<ul style="list-style-type: none"> Help coaches with queries, expertise and helpful coaching tips. Seek out or organize training opportunities for coaches.
Grounds Officer	<ul style="list-style-type: none"> Prepare grounds for matches. Supervise volunteers rostered on for ground setup.
Senior Rep	<ul style="list-style-type: none"> Be the Committee contact point for senior teams (18 years and over)
Recorder	<ul style="list-style-type: none"> Collect match sheets at home games and drop them at the SSFA Office at Kirrawee.
Website Manager	<ul style="list-style-type: none"> Manage the Club's website.
Communications Manager	<ul style="list-style-type: none"> Pass on information to coaches, managers & members Manage/post to BMFC Facebook page and website

One-off jobs

Position	Duties
Yearbook Coordinator	<ul style="list-style-type: none"> Coordinate, produce and edit the Club's yearbook distributed to members on Presentation Day.
Presentation Day Coordinator	<ul style="list-style-type: none"> Coordinate and book activities for Presentation Day. Organise trophies/medallions.
Grants Officer	<ul style="list-style-type: none"> Identify and apply for suitable grants on behalf of the Club.
Photos Coordinator	<ul style="list-style-type: none"> Organise a photographer to take club photos during the season. Organise a photo day.