



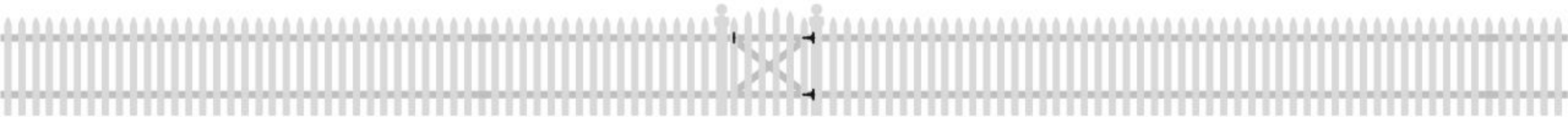
UTS AFC

EST. 2000



BOARD STRUCTURE

October 2021



BOARD ROLES / PORTFOLIOS

- President
- Football
- Treasurer / Finance
- Events & Player Engagement
- Media, Communications & Data
- UTS Partnership
- Canteen & Merchandise
- Commercial & Brand
- Facilities & Match Day
- Social Media
- Secretary, Governance & Compliance
- General Committee Role

Notes:

Two roles to be Vice Presidents – one male and one female.

All Committee roles supported by sub-committees and/or appointed positions.

CLUB PRESIDENT

- AFL Key Point of Contact
- Committee Meeting Chair
- Committee Governance
- Review and advise on strategic directions with Committee leads
- Primary club spokesperson
- Manage reputational risk

FOOTBALL DIRECTOR

- Football Program Philosophy and Strategy
- Football Department Budget and Investment
- Coaching Structure and Appointments
- Player Recruitment, Contracting and List Management
- Youth Pathway and Junior Clubs
- Medical and Strength & Conditioning Programs
- GM of Football and Football Operations

TREASURER / FINANCE

- Strategic financial planning
- Budget and cash flow management
- Accounts payable and accounts receivable
- Manage the receipt of player registrations
- Reconcile the Accounting package (Xero) regularly
- Monitor the investment fund and accessing relevant funds if required
- Manage the club's petty cash
- Apply for certificate of currency for insurance purposes

EVENTS & PLAYER ENGAGEMENT

- Grow and foster club culture across men's and women's teams – one club
- Manage key club events including Season Launch, Ladies Day, Theme Party and Awards Night
- Oversee and manage sub-committee team to plan and run key events
- Assist with Hotel partnership including player attendance and engagement

CANTEEN AND MERCHANDISE

- Canteen and Inventory Management
- Canteen Sales
- Merchandise Co-ordination and Sales

COMMERCIAL AND BRAND

- Commercialise club corporate and consumer touchpoints
- Retain and grow the sponsor portfolio
- Implement and oversee delivery of sponsor program
- Retain and grow the Social Member program
- Maintain brand integrity in the merchandise program
- Custodian of the UTS AFC brand
- Manage and lead two sub-committee members including a Pub Liaison and Professional Network Liaison

FACILITIES AND MATCH DAY

- Council Liaison (Waverley Council, Woolhara Council and C&MPT)
- Venue Management (Waverley, Trumper and Bat & Ball Ovals)
- Facility Development and Grants
- Match Day Event Management

MEDIA, COMMUNICATIONS & DATA

- Club marketing and communications via eDM, including Trumper Times eDM
- Coordinating and responding to external media opportunities
- Management of the UTSAFC website and email system
- Coordinating sending of Trumper Times match-day newsletter
- Collecting, reporting and management of membership database

SOCIAL MEDIA

- Social Media Account Management (Instagram, Facebook, Twitter)
- Social Media Comms Schedule
- Training & Match Day Communications via Social
- Post Match Scores including Player Sponsors
- Creation of and engagement with relevant Social Media Content

UTS PARTNERSHIP

- Key contact with Activate UTS and UTS Sport
- UTS Sport Reporting
- UTS Sport Funding and Resourcing including Strength & Conditioning Program and Elite Athlete Program
- Engagement with UTS – O'Day organisation
- Engagement with other UTS sports clubs
- Developing relationships with UTS indigenous program

SECRETARY, GOVERNANCE & COMPLIANCE

- Meeting Agendas and Minutes
- Committee Documentation
- AGM Management
- NSW Fair Trading Rules and Club Constitution
- Working With Children Compliance
- Liquor Licensing and Council Approvals

GENERAL COMMITTEE ROLES (1-3)

- A general committee roles to assist and aid other committee members as required
- Assist Events & Player Engagement lead with major club events
- Fill casual vacancies

NB: The Club may have up to 12 elected directors, once which will include a General Committee role, plus 2 additional directors who may be nominated by the Board.



CONTACT

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