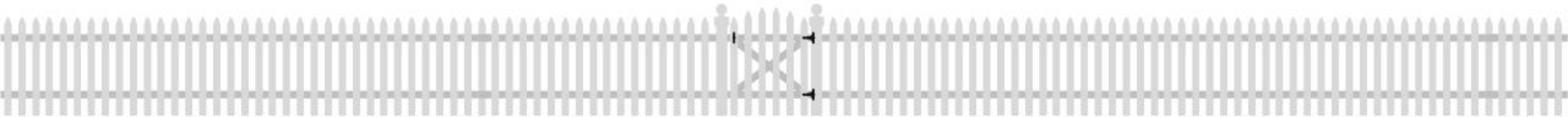




BOARD STRUCTURE

November 2022



BOARD ROLES / PORTFOLIOS

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

Notes:

1. Two roles to be Vice Presidents – one male and one female.
2. All Committee roles supported by sub-committees and/or appointed positions.
3. The Club may have up to 12 elected directors, plus 2 additional directors who may be appointed by the Board

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

DIRECTOR FOOTBALL

- 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

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
- Manage and lead two sub-committee members including a Pub Liaison and Professional Network Liaison
- Promote Hotel partnership including player attendance and engagement

CANTEEN

- Canteen and inventory management, including volunteer coordination
- Canteen sales

MERCHANDISE

- Merchandise development
- Merchandise co-ordination and sales
- Joint-custodian of the UTS AFC brand along with Media and Communications

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
- Liquor licensing and council approvals

COMMERCIAL

- 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

MEDIA AND COMMUNICATIONS

- Social media account management (Instagram, Facebook, Twitter)
- Training & Match Day Communications via Social
- Post match scores including player sponsors
- Creation of and engagement with relevant social media content
- Club marketing and communications via eDM, including Trumper Times
- Coordinating and responding to external media opportunities
- Management of the UTSAFC website and email system
- Joint-custodian of the UTS AFC brand along with Merchandise, and Commercial portfolio leads

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
- Collecting, reporting and management of membership database

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

SECRETARY@UTSAFC.COM.AU

WWW.UTSAFC.COM.AU/

