

Roles and Responsibilities

Northowram Junior Football Club is fully committed in maintaining a secure and confidential Management system which will allow the Club to flourish and develop. To meet these aims it is essential that the members of the committee attend all meetings.

The officers of the Club are trusted by the members, to understand

- Records may contain information of a sensitive and/or personal nature.
- That such information is highly confidential.

Chairperson

- Provide leadership and direction for the club
- Oversee the work of the Club Committee
- Chair meetings of the club
- Advocate of the football club for the local community.

Secretary

- Official contact between club and County FA and other clubs
- Receive information by post and email and ensure that the correspondence is passed onto the relevant members of the committee by the quickest possible means.
- Ensure club affiliation and league membership:
 1. Club registration with the Huddersfield league.
 2. Team registration with the Huddersfield league.
- Ensure effective correspondence and communication.
- Provide minutes of meetings for official club records
- Support teams and officials.

Treasurer

- Manage and administer finances of the club
- Create annual income and expenditure sheets and balance sheets
- Create and maintain a cash book for at least two years
- Ensure all payments and fines are paid on time and recorded
- Manage the finances of fundraising events and sponsorship opportunities.
- Manage membership subscriptions database.

Club Welfare Officer

- To implement the Safeguarding Policy of Northowram Junior Football Club
- To manage and coordinate FA DBS application for all persons involved with Northowram Junior Football Club
- To promote a safe environment for children to play football

NORTHOWRAM JUNIOR FOOTBALL CLUB



Membership Co-ordinator

- Manage membership database
- Communicate and promote details of events organised by the club.
- Manage internal communications

Schools' Liaison Officer

- To establish links with local schools
- Meeting the school at least twice a year
- Ensuring schools receive information of club activities
- Develop opportunities for young leaders and players.

Coaching facilitator

- Recruiting new coaches where possible
- Provide coaches with a training / support programme
- Co-ordinate the coaching programme throughout the club
- Establish and/or support a coach mentoring programme
- Ensure the coaches are recognised and rewarded.

NCSAC Liaison Officer

- Represent Northowram Junior Football Club at all partnership meetings.
- Report back to the committee on matters arising

Communications/Web Officer

- Maintain and implement a clear line of communication throughout the club
- Maintain access to all official club documents, policies and procedures
- To promote the club through the club web site
- To keep the web site current and updated

Charter Standard Officer

- Maintain the clubs training and qualification database (annual Health Check)
- Provide detail on forthcoming training courses (FA Level one)
- Promote the clubs commitment to train new Managers and Coaches.
- Manage and maintain the clubs commitment to the five year development plan.
- Ensure that the policies of the club are reviewed, current and communicated to the members.