



Chairperson Role Profile

The Chair of the Club provides leadership and direction for the club by overseeing the work of the Club Committee and being an advocate of the football club in the local community.

Commitment

Approximately 5 hours per week, including attending meeting at weekends and evening as required.

Key Responsibilities

1. Provide effective leadership and direction for the Club.
2. Ensure there is a Club Development Strategy and plan that it is being executed against.
3. Responsible in ensuring the Club is getting value for money from their suppliers.
4. Make decisions for the benefit of the whole club, including disciplinary matters.
5. Chair Committee, Manager meetings and the AGM
6. Ensuring there is good communication to members of the Club (Inc. calling off games & training due to unplayable pitches)
7. Abide by and promote sound ethics and club policy, child protection, fair play and equal opportunities to all members.
8. Lead in the organisation of the Club's tournament and Club presentation
9. Advocate of the football club in the local community
10. Represent the Club in matters with the football governing bodies
11. Ensure the Club are advocating safeguarding measures

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Vice-Chairperson Role Profile

To support the Chairperson and deputise in their absent.

Commitment

Approximately 5 hours per week, including attending meetings at weekends and evenings as required.

Key Responsibilities

1. Help ensure there is a Club Development Strategy and plan that it is being executed against.
2. Liaise with the development squad and source new managers
3. Point of contact for managers and age group co-ordinators
4. Liaise with the Caretakers on jobs that need doing within the club
5. Chair meetings at the club in the Chairpersons absence.
6. Provide support in the organisation of the Club tournament and Club presentation
7. Advocate of the football club for the local community.
8. Chair the Discipline committee

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Treasurer Role Profile

Look after the finances of the club.

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, prepared to take decisions when necessary.

Commitment

Approximately 3 hours per week, including attending meetings at weekends and evenings as required.

Key Responsibilities

1. Keeping up date records of all financial transactions.
2. Ensuring all funds are spent appropriately and in line with the Clubs objectives.
3. Support the club in sourcing competitive and suitable suppliers.
4. Reporting quarterly to the committee on the financial position.
5. Preparing bank reconciliations on a regular basis.
6. Preparing a year end statement of accounts to present to the Committee.
7. Presenting an end of Year Financial report to the AGM.
8. Financial planning and creation of an annual budget (monitored throughout the year).
9. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports).
10. Responsible for reviewing available Grants and making recommendations to support the club

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Club Secretary Role Profile

The main purpose of this role is that of principal administrator for the club. The Club Secretary carries out, or delegates, all the admin duties that enable the club to function effectively. The Club Secretary is a pivotal role within the club and has a close involvement in the general running of the club and is also the main point of contact for people outside of the club.

Commitment

Approximately 10 hours per week, including attending meetings at weekends and evenings as required.

Key Responsibilities

1. Official contact between Club, County FA, leagues (also see League Secretary) and other clubs.
2. Ensure club affiliation and league membership.
3. Ensure effective correspondence and communication as required.
4. Match Day duties to support teams and officials.
5. Organising the club AGM and other club meetings.
6. Representing the club at outside meetings at the direction of the committee.
7. Dealing with correspondence.
8. Attend league meetings.
9. Report County Cup results.
10. Pass on FA & County FA information to club members.
11. Collection of subscriptions and all money due to the club.
12. Paying bills and recording

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Club Welfare Officer Role Profile

To be clear about the clubs responsibilities when running activities for children and young people. To help personnel understand what their "duty of care" towards children and young people actually entails.

Commitment

Approximately 2 hours per week or as required

Key Responsibilities

1. As details in the FA document "Club Welfare Officer Roles and Responsibilities".
2. Ensuring these responsibilities are understood by others.
3. Including the following (but not exhaustive):
 - Responsible club recruitment policy, including references, submitting and maintaining FA DBS checks.
 - Ensuring club policies are in place and up to date (e.g. FA Respect, Safeguarding and Anti-Bullying, Social Media guidelines).
 - Monitor incident of poor behaviour and liaise with the committee, and where necessary County FA Welfare Officers.
 - Ensuring coaches qualifications are kept up to date (via the Whole Game System), including DBS, Safeguarding, and First Aid.
 - Communicate Respect Codes to the club, parents, coaches and players.

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School Liaison Officer Role Profile

To build relationships with local schools, to promote the club and attract new players.

Commitment

Approximately 1 hours per week for 4 weeks (pre-season) and then approx or as required

Key Responsibilities

1. To build links and relationships with local schools.
2. To help attract new players from local schools through advertising.
3. To distribute marketing materials to the school.

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Kit & Equipment Persons Role Profile

To procure and maintain the kit and equipment for the club, driving value for money and re-use, where possible. Supporting the clubs identity through standardisation.

Commitment

As required but mainly prior to the start of a new season

Key Responsibilities

1. To coordinate the central purchase of all club kit and equipment ensuring the best price for quality equipment is achieved.
2. To approve payments with the treasurer and ensure reconciliation of money owed to the club (e.g. sponsors).
3. To recycle and re-use as much kit and equipment as possible.
4. To issue a standardised club kit catalogue ensuring good value for money.
5. To document and distribute sponsorship guides to prospective sponsors.
6. Distribute and collect kit to and from all teams, ensuring all kit locations are known.
7. To report the status of the club shop to the committee and any recommendations for improvement.

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Age Group Coordinator Role Profile

To be responsible for, and provide leadership and direction in accordance to the Club and FA guidelines to ensure, the successful running for all aspects of activity across an age group. Mini Soccer only.

Commitment

Approximately 1-2 hours per week or as required

Key Responsibilities

1. Ensure Child Welfare is always priority within the age group.
2. Ensure all inclusive, safe and fun environment for the players within the age group.
3. Recruiting players, coaches and helpers and ensuring they meet the club requirements re DBS etc.
4. Support Team Managers with all aspects of activity across an age group including, but not limited to:
 - Onboarding into the club and mentoring
 - Coaching
 - Player Streaming
 - Following the club policies and strategy
 - Communication, including discussions with parents
 - Securing team sponsorship
6. Represent the age group at club events as required.

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Social Media Officer Role Profile

To manage the club social media platforms, including web site, ensuring it is accurate and current.

Commitment

Approximately 1 hour per week or as required

Key Responsibilities

1. Post on the Clubs social media as required
2. To review the club web presence and make recommendations for change.
3. Responding to any enquiries and passing them on to the relevant individual within the club.

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Fund Raising Coordinator Role Profile

To raise funds for the club additional to those generated through membership fees.

Commitment

As required

Key Responsibilities

1. To define and agree an annual fund raising target and plan with the committee.
2. To arrange and organise the events within the fund raising plan as agreed with the committee.
3. Work with the treasurer to identify potential sponsorship opportunities.
4. To approach and recruit sponsorship partners.

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Groundsman Role Profile

To maintain the standard of the pitches and outside equipment (Inc. flags, goals, nets)

Commitment

Approximately 4 hours per week or as required

Key Responsibilities

1. Help cut and mark out the pitches
2. Liaise with our external grounds company regarding pitch repairs (annually)
3. Arrange for the mowers to be serviced annually