

NELSON BAY DISTRICT JUNIOR SOCCER CLUB INC.
MANAGEMENT COMMITTEE

As required by the Club's Constitution the Nelson Bay District Junior Soccer Club conducts an Annual General Meeting (AGM) each year, which is held around October of each year. At the AGM all Management Committee positions are declared vacant and elections are held to determine the new members of the Management Committee.

The Club's Constitution states that current members of the Committee are eligible for re-election. However, nominations for positions are to be in writing, signed by two (2) members of the Club, who are entitled to vote and accompanied by the written consent of the candidate.

(Nomination form down-loadable from web site).

Such nominations are to be lodged with the Secretary no later than seven (7) days prior to the date set down for the AGM. An additional requirement is that no member may stand for office unless they have been a financial member of the Club for a full twelve (12) months prior to the date that the AGM is held.

OFFICE BEARERS

Currently the Club's Constitution allows for thirteen (13) members of the management committee, with the first three (3) office bearers fixed as President, Secretary and Treasurer making up the executive and the next ten (10) designated as general committee members with flexible titles currently designated as:

President **(Executive Officer)**
Secretary/Public Officer **(Executive Officer)**
Treasurer **(Executive Officer)**

General committee member - Vice President
General committee member - Assistant Secretary
General committee member - Assistant Treasurer
General committee member - Competition Registrar
General committee member - Assistant Registrar
General committee member - Equipment Officer
General committee member - Grounds man
General committee member - Director of Coaching
General committee member- SSF Coordinator
General committee member –Women's Liaison Officer

In addition there are two (2) delegates to the Tomaree Sports council and two (2) delegates to Newcastle Football Ltd to be elected.

DUTIES OF OFFICERS OF THE CLUB

The Committee shall;

Control the affairs of the Club. Exercise all such functions as may be exercised by the Club other than those functions that are required by the Rules to be exercised at a General Meeting of the members. Shall have the power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Club.

The Executive Committee shall;

Consist of the President, the Secretary/Public Officer and the Treasurer. They shall have the power to make decisions of an urgent nature but must report all such decisions to the next meeting of the Committee for endorsement.

The President shall;

Administer and be responsible for all affairs of the Club. Chair all meetings appertaining to the administration of the Club except as provided for in the Rules. Report to each Committee meeting, those activities undertaken on behalf of the Club.

The Vice President shall;

Assist the President. Deputise as required. In the Presidents absence, assume the responsibility and authority of that office.

Secretary/Public Officer shall;

Maintain and keep all records of the business of the Club. Ensure that minutes of all meeting of the Club are recorded. Ensure that all instructions and notices are on the notice board and web site. Accept the Office of Public Officer.

The Assistant Secretary shall;

Assist the Secretary. In the Secretary's absence, assume the responsibility and authority of that office.

The Treasurer shall;

Control all financial aspects of the Club. Collect and receive all monies due to the Club. Pay such accounts as have been approved for payment by the Committee. Maintain proper books of accounts showing the financial affairs of the Club. Pay all monies received by the Club into an account in the Clubs name as soon as practicable without deduction ensuring that a receipt is issued. At each meeting of the Committee, produce the Clubs pass books - cheque books - a list of accounts for payment, unrepresented cheques and a reconciliation of the Clubs financial position in accordance with proper accounting procedures. Hold in safe keeping, the financial records of the Club at the principal place of business.

The Assistant Treasurer shall;

Assist the Treasurer. In the Treasurer's absence, assume the responsibility and authority of that office.

The Registrar shall;

Establish and maintain a register of members of the Club specifying the name, address and date of birth of each member of the Club and the date on which they became a member. The register shall be kept at the principal place of administration and shall be open for inspection free of charge at any reasonable hour.

The Assistant Registrar shall;

Assist the Registrar. In the Registrar's absence, assume the responsibility and authority of that office.

The Equipment Officer shall;

Be responsible for the repair and maintenance of the Clubs equipment, and general maintenance around the Club and buildings and shall report to the executive.

The Grounds man shall;

Be responsible for the correct marking of fields as required under football regulations during the competition season.

Director of Coaching shall;

Be responsible for the organisation and management of grading and team selection. Organise and develop training, courses and clinics as necessary for the growth and improvement of players and coaches. Provide advice on game rule changes and developments to the Committee, Coaches and players.

SSF (Small Sided Football) Coordinator shall;

Be responsible for the organisation and management of the SSF competition within the Club. Organise and develop training, courses and clinics as necessary for the growth and improvement of players and coaches. Provide advice on game rule changes and developments to the Committee, coaches and players for SSF.

Women's Liaison Officer shall;

Represent and be responsible for those issues in relation to the women's competition within the Club and shall report to the Committee as required.

Delegates shall;

Attend all meetings of the Tomaree Sports Council and Newcastle Football Ltd. Submit a report of those meetings to the following Committee meeting. Prior to a meeting the Committee may provide direction to the Delegates on matters that they wish brought up at that meeting.

Removal of a member of the Committee

The Committee may by resolution, remove any member of the Committee from Office if such member shall absent themselves from three (3) consecutive meetings of the Committee or, five (5) such meetings in any one season without furnishing to the Committee a satisfactory reason.

The information above is of a general nature to assist with the election process. For more information please contact the relevant Committee member.