

# St Marys Soccer Club Annual General Meeting

Monday 26<sup>th</sup> October 2020 7PM

Boronia Room St Marys Leagues Club

(subject to Covid-19 restrictions)

Agenda to follow soon

Share the responsibility by becoming a Club Committee Member

## Nomination Form

I: .....

Nominate: .....

For the position of: .....

Seconded by: .....

Signature of Nominator: .....

Signature of Seconder: .....

Signature of Nominee: .....

**Nominations close Monday September 21<sup>st</sup> 7.00pm.**

Email to: [secretary@stmaryssoccer.com.au](mailto:secretary@stmaryssoccer.com.au)

### Committee Positions

- (a) President
- (b) Vice-President
- (c) Treasurer
- (d) Secretary
- (e) Registrar
- (f) Competition Secretary
- (g) MiniRoos Coordinator
- (h) Social Secretary
- (i) Sports Manager
- (j) Publicity Officer
- (k) Communications Officer

- (l) Canteen Manager
- (m) Assistant Secretary
- (n) Assistant Social Secretary
- (o) Member Protection Information Officer
- (p) A maximum of six committee members not holding a title can be elected at an AGM but additional members can be co-opted by the MC as required.

## Roles of Committee Members:

### **President**

The President should be the Chairperson of all GM's, MCM's ECM's and SGM's. The President shall conduct all such meetings in accordance with the constitution and by-laws of the Club and in accordance with the accepted rules of debate. The President may be the senior delegate of the Club at meetings, functions and assemblies of other clubs, associations, institutions or companies with which the Club is associated, affiliated or invited to participate.

The President shall be responsible to ascertain that the functions of all Committee members are carried out in accordance with the constitution and by-laws of the Club.

### **Vice President**

The Vice President should perform all the functions of the President in the absence of the President. The Vice President may represent the Club at meetings, assemblies or functions of other soccer associations, clubs or institutions with which the Club is affiliated or at which the Club is invited to attend. The Vice President takes the role of Public Officer and duties defined by NSW Fair Trading.

### **Treasurer**

It is the duty of the Treasurer of the Club to ensure that:

- (1) All monies due to the Club is collected, received and banked and an official receipt is issued and that all payments authorised by the Club are made.
- (2) Correct books and accounts are kept showing the financial affairs of the Club including full details of all receipts and expenditure connected with activities of the Club.
- (3) The Treasurer shall prepare a statement of income and expenditure for consideration by the MC each month, and shall produce an audited financial statement for consideration at the AGM. The treasurer should in conjunction with various members of the MC, prepare a budget for the forthcoming financial year for consideration of the MC.
- (4) The Treasurer of the Club shall, as soon as practicable after being appointed as Treasurer, lodge notice with any financial institution the Club may have dealings with and provided documentation and specimen signatures of all new signatories.
- (5) Ensure that either the President or Secretary countersigns all cheques.

### **Secretary**

- (1) The Secretary of the Club shall, as soon as practicable after being appointed as Secretary, lodge notice with the Club of his or her address or the business address of the club.
- (2) It is the duty of the Secretary to keep.
  - (a) Records of all appointments of Committee members.
  - (b) Minutes of all proceedings at ECM's, MCM's, GM's, SGM's and AGM's, including attendances, apologies and ensure that the minutes are signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
- (3) The Secretary shall be responsible for the day to day business of the Club and shall receive and dispatch all correspondence. The Secretary shall be responsible for notifying all members of the date, place and time for all meetings in accordance with this Constitution and, in the case of the AGM, shall prepare an annual report and an agenda for circulation to all members.
- (4) The Secretary may be a delegate of the Club at meetings, assemblies and functions of other clubs, associations, institutions or companies with which the Club is associated, affiliated or invited to participate.

## **Registrar**

The Registrar shall:

1. In conjunction with the MC, organise the appropriate registration days, ensuring that all requirements are adhered to as to the necessary regulations, to correctly register players under the rules of the Club and those of the affiliated association.
2. Control and maintain the Players Register which can be held by the Registrar.
3. Keep records of all monies collected during registration.
4. Shall pay to the Treasurer all monies received from player registrations.

## **Competition Secretary**

The Competition Secretary shall:

1. Advise all coaches and managers of all scheduled matches as provided by the affiliated association and/or any other affiliated organisation.
2. Record and forward all official match results to the association of which the Club is affiliated and liaise with that association.
3. Liaise with the Social Secretary, Sports Manager, team Coaches and Managers in the event of any social games that have been arranged.
4. Receive notification of fines and suspensions from the affiliated association and liaise with the MC and the relevant coach, manager and player to ensure the fine is paid by the player or team as appropriate.

## **Mini Roos Coordinator**

1. The Coordinator shall closely communicate with, assist, advise nurture & mentor all coaches, managers, players & parents/guardians of the teams registered in the under 5, 6, 7, 8, 9, 10 and 11 age groups.

## **Social Secretary**

The Social Secretary shall be responsible for the organisation of the Club's social functions and fundraising activities.

1. The Social Secretary shall be responsible for obtaining sponsorship of the club based on guidelines set by the Management Committee.
2. Liaise with any member or group wishing to sponsor teams at SMSC.
3. The Social Secretary shall be responsible for keeping a register of all gifts, money etc.. obtained from sponsors. This register to be submitted to the secretary at the end of the soccer season.

## **Sports Manager**

The Sports Manager shall:

1. Control sports equipment and shall make recommendations to the MC regarding the purchase of additional or replacement equipment.
2. Maintain a register of all persons in the Club who have the use of Club equipment. Once that equipment is no longer required, the Sports Manager shall take the necessary steps to have that equipment returned to the Club and shall keep the M.C. informed of all equipment not returned.
3. On receipt of new equipment, the Sports Manager shall ensure that the new equipment is of the standard and quality as ordered. Any dispute on any equipment ordered and received should be referred to the MC.
4. Once satisfied that the equipment is satisfactory, the Sports Manager shall endorse the account of his/her satisfaction as to the quality and standard of the equipment purchased prior to referring the account for payment to the Treasurer.
5. Be responsible for the maintenance of all playing fields, ensuring that they are adequately marked and in as best a condition as within the power and control of the Sports Manager.
6. Ensure that the Equipment Rooms are kept in a neat and tidy condition at all times.

## **Publicity Officer**

1. Shall publicise all activities of the Club in the Club's Newsletter, at the canteen and in the teams pigeon holes.

2. Shall liaise with the MC and Coaches and Managers of the teams in the Club in order to ensure that a regular newsletter is produced and circulated.
3. Will liaise with the Committee, all Coaches and Managers to produce the Annual Year Book by no later than two weeks before the Junior or Senior Presentation whichever presentation is first.

### **Communications Officer**

1. Shall maintain the web site responsibilities of the Club.
2. Shall liaise with the MC and Coaches and Managers in order to ensure that Club information is readily available and the web site is regularly maintained for accuracy and content

### **Canteen Manager**

To manage the purchasing of stock for the Canteen in conjunction with the Treasurer as well as the staffing of the Canteen.

### **Assistants to Committee Members**

Any Assistant to a position on the MC shall give assistance as delegated by that respective Committee Member and shall carry out the duties of that office in the absence of that Committee Member in accordance with this Constitution.

### **Member Protection Information Officer (“MPIO”)**

1. Shall be the first point of contact for any complaint made about a parent, coach, manager or other member of the club and any complaint should be directed to the MPIO.
2. Shall liaise with the MC and EC with a view to providing sufficient information for the complaint to be properly considered.
3. The MPIO shall not be involved in the determination of any complaint.