



Chelmsford City Youth Football Club

Committee Roles & Responsibilities

The Committee

The committee is comprised of members who have been elected to named positions at an AGM. Being a committee member means you have duties and responsibilities over and above that of a normal member, and these are outlined below for the benefit of all. All committee members are required to remain impartial when dealing with club matters, and to keep the best interests of the club in mind when on committee business.

Chairman

The Chairman has overall responsibility for the running of the Club from Youth Development through to U18 (the FA-defined youth age groups). The Chairman is responsible for ensuring that the teams operate within the rules of the Club, and that the Committee members are performing their duties. The Chairman chairs meetings, and liaises with the CCFC Director of Youth Football as required.

Vice Chairman

The Vice Chairman is responsible for co-ordinating Club fund-raising activities and the general good running of the Club. The Vice Chairman can also deputise for the Chairman in the latter's absence at meetings.

Secretary

The Secretary facilitates the day-to-day running of the Club, by liaising with Committee members, teams, the parent County Association, the Leagues in which the Club competes and the Secretaries of other Clubs. The Secretary is responsible for Club record-keeping outside of the accounts, which includes minute-taking at official meetings.

Treasurer

The role of the Treasurer is to keep a set of accounts for the Club and ensure that the Club operates to an agreed budget. The Treasurer is also responsible for ensuring that Club teams operate their finances in accordance with Club rules and FA guidelines, and is also charged with producing a set of accounts for the Club AGM.

Child Welfare Officer

The CWO is responsible for ensuring that the Club adheres to the FA Child Protection Policies at all times. They are required to hold such qualifications as are required by the FA for the role of CWO. The CWO must be contactable and readily available to address any issues relating to Child Welfare within the Club.

Charter Standard Co-Ordinator

The CSC is responsible for ensuring that the Club adheres to the FA Charter Standard guidelines.

Coaching Development Officer

The CDO is responsible for ensuring that managers, coaches and other team volunteers are suitably qualified and that coaching activities are carried out to a uniform and high standard throughout the club. The CDO is also responsible for running the club's CPD (continuous personal development) programme.