

CHORLEY WANDERERS MANAGEMENT COMMITTEE ROLES AND RESPONSIBILITIES



Role	Club Chairman	Vice Chairman	Secretary
Outline	Managing the Executive Committee and the affairs of the Club	Assists the Executive Committee and the affairs of the Club	To act as administrator handling all club correspondence from the FA, all other general (league) playing matters, being a point of contact on behalf of the club from the FA.
Report Lines	Reporting to the Club Executive Committee	Reporting to the Club Executive Committee	Reporting to the Club Executive Committee
Duties & Responsibilities	<ul style="list-style-type: none"> Be completely familiar with the constitution, club rules, committee procedures and the FA Constitution and Procedures Be responsible for chairing and managing meetings of the Executive Committee Oversee and guide all decisions taken by the Executive Committee Liaise with the Minutes Secretary on the agenda for each meeting and review the draft minutes before they are circulated Liaise with all club officers to prepare and present the annual report Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda To assist making funding applications on behalf of the club. To assist with the organisation of any special club events. 	<ul style="list-style-type: none"> Be completely familiar with the constitution, club rules, committee procedures and the FA Constitution and Procedures. Assists the Chairman and steps in their absence to be responsible for chairing and managing meetings of the Executive Committee. Assists the chairman when requested in fulfillment of the chairman's duties. 	<ul style="list-style-type: none"> Being the first point of contact for all club enquiries, league & LFA. Follow all guidelines laid down by the club, the FA & member leagues. Ensure the club is represented at league & FA meetings Affiliating the club to the FA for each season. Ensuring FA insurance in place for each season. Dealing with all club correspondence from the FA and league matters. Review club constitution and rules in line with FA guidelines. To process member applications and maintain the members register. To register players with relevant leagues and act in role of FA discipline officer. To circulate and tournament information. To allocate referees for colt matches. To organise training venues, allocate pitches for league and cup fixtures. To assist making funding applications on behalf of the club. To assist with the organisation of any special club events.

Role	Child Welfare Officer	Treasurer	Minutes Secretary
Outline	To carry out all protection duties	To carry out all financial transactions on behalf of the Club	To act as administrator for all club meetings and gatekeeper for external enquiries.
Report Lines	Reporting to the Club Executive Committee	Reporting to the Club Executive Committee	Reporting to the Club Executive Committee
Duties & Responsibilities	<ul style="list-style-type: none"> Be supported by the Lancashire FA (LFA) and be appropriately trained. Implement and promote the FA's Player Protection Policy and Guidelines. Process all CRB / DBS applications and ensure members are up to date. Regularly report to the club committee. Act as the main contact within the club/league for the protection of children Encourage good practice and support of procedures to protect children. Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children. Communicate with the LFA's National Player Protection Officer. Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information. Report cases, concerns and action taken to the LFA's National Secretary or National Player Protection Officer. Attend training on the protection of children. Establish and maintain contact with local statutory agencies including the police and social services. Monitor and review the Player Protection Policy and Guidelines for their club or league. Ensure that all members, including players' parents have your full contact details. To assist with the organisation of any special club events. 	<ul style="list-style-type: none"> To manage all club finances including income and expenditure To organise the club bank account To prepare a club budget report for the approval of the club's Executive Committee To monitor club expenditure against the club's budget report. To prepare the club's accounts and present the accounts to every club meeting or when instructed by the Executive Committee To prepare the club's accounts and present the accounts to the club's AGM To ensure that all spend, invoices and bills authorised by the club are paid To submit a written fund raising plan with set targets. To liaise with players and officials to arrange collection of club fees e.g. membership, training and match fees. To assist making funding applications on behalf of the club. To prepare CWJFC charity gift aid submission on an annual basis under the clubs charity status. To assist with the organisation of any special club events. 	<ul style="list-style-type: none"> Being the point of contact for general club enquiries e.g. new player enquiries and signposting to relevant managers. To schedule and facilitate regular club meetings and club executive committee meetings. To schedule and facilitate the club's AGM. In conjunction with the chairman prepare agendas and minutes for all club meetings, ensure the club minutes book is maintained. Follow up actions agreed at meetings to monitor progress and update the committee as required. In conjunction with other club officials hold meetings to liaise with players and the player's parents. To assist making funding applications on behalf of the club. To co-ordinate and lead when required special club events, fund raising and social activities for the club e.g. annual presentation night.

Role	PR & Media Officer	Parent Rep	Development Officer
Outline	Responsible for managing, developing and driving the club's media communications activity, particularly in the area of social media and website content.	Provide a focus point for parents and players to view their points of view and encourage communication at all levels.	Responsible for generation, review and delivery of Chorley Wanderers Football Development Plan and School / Club Links Program.
Report Lines	Reporting to the Club Executive Committee	Reporting to the Club Executive Committee	Reporting to the Club Executive Committee
Duties & Responsibilities	<ul style="list-style-type: none"> Lead, deliver and implement the communication strategy for the club. Develop a successful marketing and communication plan for the club. To formulate and implement media activity across the club and across media in order to raise awareness, drive community links and enhance reputation. Lead on the management of the Club's social media accounts. Ensure that all external communications bear a consistent and agreed message. Undertake proactive media work, to include developing and pitching news stories and feature articles to media contacts. Oversee as well as directly draft, distribute and follow-up press releases and briefings to the media as required. Create video and written content for the Club website and social media accounts. Ensure the media and news sections of the website remain up-to-date and engaging. Ensure that media enquiries are responded to in a timely and accurate fashion. Leading all the communications and digital teams. Leading and implementing the digital communication strategy. To assist with the organisation of any special club events. 	<ul style="list-style-type: none"> To support the team managers and coaches Up hold the club constitution and Codes of Practice. Work with the team managers to help provide a structured volunteer workforce. Be a good role model. Encourage good team spirit in all teams. Provide information, instruction and feed back to players, parents and team managers. Represent the parents at meetings. To assist with the organisation of any special club events. 	<ul style="list-style-type: none"> To co-ordinate and develop mini soccer coaching and football development programme. To deliver a programme of football coaching in partnership with local schools and develop strong school-club links. To form new and creative partnerships with other local agencies in support of long term club development. To develop a pool of coaching and voluntary staff to assist in achieving the clubs objectives and to promote their personal development. Identify coaching gaps and organise courses as appropriate and agreed by the clubs committee for individual coaches and volunteers. To work with the Lancashire Football Association in the local delivery of The FA National Game Strategy. To develop Coach and Player Development Programs by organising "In House" Coaching and Player Development Sessions. To generate a facilities development programme to support long term aims of the club and pathway into youth football. Maintain and develop the clubs Charter Standard documentation for presentation at annual health checks and as requested by the LFA. To assist making funding applications on behalf of the club. To assist with the organisation of any special club events.