

AFL NORTH WEST NSW

BOARD ROLES AND RESPONSIBILITIES

PRESIDENT	SECRETARY	VP (STRATEGY)	TREASURER	FOOTBALL MANAGER	SPONSORSHIP & PROMOTION	COMMUNICATIONS
<ul style="list-style-type: none"> Chair Meetings Approve Board Agendas & Minutes Ensure agenda aligns with strategic plan Signatory of League League Spokesperson Exercise powers under Constitution (i.e. casting vote in Board Meetings, voting procedure in General Meetings etc) Ensuring all Board members are accountable for portfolio Supporting Board members in delivery of portfolio as required Identifying training needs for Board members Succession planning for the Board 	<ul style="list-style-type: none"> Maintain Register of Members Prepare Board Meeting Agendas Ensure proper records & minutes of all Meetings Keep custody of all financial books & accounts Receipt of all changes to Members details & notices of motion Administer Board Member nomination & election process Convene a meeting of the Board, on the requisition of any Board Member Issue notices of Board Meetings Record declarations or disclosures made by Board Members Manage correspondence on behalf of the Board 	<ul style="list-style-type: none"> Assuming the responsibilities of the President when they are unavailable Leading the implementation of the strategic plan Co-opting Board members around their portfolio and other experts to develop sub-plans (e.g. Comms Plan) Developing an operational plan for CMC implementation Updating the strategic plan to ensure that it is current 	<ul style="list-style-type: none"> Lead the annual budget process Manage the League accounts Provide financial reports for all Board meetings Advise on investment strategies, including investment in League growth activities (e.g. marketing) Prepare the annual financial reports for AGM and Fair Trading reporting 	<ul style="list-style-type: none"> Chair CMC meetings Set the agenda for CMC meetings Delegate responsibilities under the operational plan Club Meetings & Forums League Budget preparation, monitoring, management, and reporting Reporting on League operations at all Board meetings Communication to CMC members on Board decisions Management of the Coach Educator role 	<ul style="list-style-type: none"> Development of a Marketing Plan Manage the implementation of marketing initiatives, e.g. advertising Measure effectiveness of all marketing strategies Recruit sponsors Manage servicing of and relationship with sponsors 	<ul style="list-style-type: none"> Development of a Comms Plan Website Management Social media management Manage League relationship with local media Distribute media releases Distribute weekly preview and review

Note: Not an exhaustive list and all responsibilities are to be performed in accordance with the Constitution

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COMPETITION MANAGEMENT COMMITTEE (CMC) ROLES AND RESPONSIBILITIES

FOOTBALL MANAGER	COMPETITION CO-ORDINATOR	UMPIRE CO-ORDINATOR	REPRESENTATIVE CO-ORDINATOR	TRIBUNAL CO-ORDINATOR	EVENTS CO-ORDINATOR
<ul style="list-style-type: none"> Chair CMC meetings Set the agenda for CMC meetings Delegate responsibilities under the operational plan Club Meetings & Forums League Budget preparation, monitoring, management, and reporting Reporting on League operations at all Board meetings Communication to CMC members on Board decisions Management of the Coach Educator role 	<ul style="list-style-type: none"> Competition Operations Competition Fixtures/ Structures Rules & Regulations Footyweb/ player registrations, transfers, and tribunal outcomes Online result management Finals fixtures match management Compilation of B&F votes Communication to clubs on CMC decisions Secretary of CMC 	<ul style="list-style-type: none"> Recruitment initiatives Training and feedback Appointments to all grades/age groups Appointments to rep games in region Application and interpretation of the Laws and By-laws Budget management Follow up missing match reports 	<ul style="list-style-type: none"> Scheduling for Men, Women, & Juniors Coach/staff selection and appointment Selection trials, process, and communication to players Training organization (venue, gear, notice) Uniforms (on and off field) Accommodation and travel bookings (as required) Match logistics 	<ul style="list-style-type: none"> Tribunal liaison Assessment of reports, odder of prescribed penalties where appropriate Tribunal logistics and proceedings Conduct Committee logistics and proceedings Communicate outcomes of hearings Activating appeals and investigations 	<ul style="list-style-type: none"> Develop annual calendar of events Planning, management, and evaluation of all League events Presentation Night Finals Event Management, including GF Rep matches and functions Season launch