

FCSC Role Definitions (July 2007)

Chairman

This will involve:

- 1 Chairing regular main committee meetings,
- 2 Ensuring the meetings are held in accordance with the club rules,
- 3 Advising or appointing sub committees and members when necessary,
- 4 Presenting to the main committee on a regular basis the progress and issues,
- 5 Ensuring appropriate communication to members

Honorary Secretary.

This will involve:

- 1 Ensuring that minutes of main committee meetings are circulated,
- 2 Ensuring that any exceptional administration is handled,
- 3 Handling any administrative issues such as new leases, bar extensions, insurance, planning submissions etc.

Honorary Treasurer.

This will involve:

1. Maintaining and reconciling the club's bank accounts,
2. Cash flow forecasting,
3. Allocating expense to appropriate categories,
4. Agreeing expected capital expenditures with the sections so that quotations and invoices can be reconciled,
5. Presenting the overall financial picture of the club project to the main committee on a regular basis,
6. Producing audited accounts for the AGM annually,
7. Ensuring that match fees and sundry cash payments are properly accounted for.

Subscription Secretary.

This will involve:

1. Issuing membership details promptly to all renewing members,
2. Proposing and then welcoming all new members,
3. Forecasting membership numbers and revenue,
4. Ensuring that all sections effectively police club membership rules.

Bar Chairman

This will involve:

1. Ensuring that the bar staff is adequate and recommending changes in personnel, salary or practice in the light of performance,
2. Ensuring that bar revenues and costs are correctly accounted for,
3. Ensuring that the bar is profitably operated,
4. Recommending capital expenditure for the bar and the steward's accommodation.

House Chairman

This will involve:

1. Ensuring that the fabric of the clubhouse is adequately maintained
2. Recommending changes, alterations, extensions as required
3. Ensuring that the club is maintained in a clean and proper manner
4. Taking responsibility for all matters of club security
5. Ensuring all utility services (water, gas, electricity and telephones) are sourced economically and operated effectively

Ground Chairman

This will involve:

1. Appointing, monitoring and changing (if necessary) ground contractors
2. Ensuring that pitches are prepared and that the grounds are maintained to a high standard.

Section Representatives

This will involve:

1. Ensuring regularly that match fees are properly paid,
2. Communicating to the main committee any significant developments within the section,
3. Ensuring that the section rules are in place and updated in accordance with the wishes of section members,
4. Submitting annually any capital expenditure requests,
5. Ensuring that all players are members of the section,
6. Generating a contribution to club funds in accordance with budgeted expectations from individual section activities such as annual dinner dances etc.

Social Representative

This will involve:

1. Creating a regular programme of cross section social activities so that there is a series diverse and timely events.
2. Setting and achieving an annual budgeted contribution to club funds.
3. Ensuring that the channel of communication between the social representatives of the sections, and the main committee is working effectively.

Member's Representative

This will involve:

1. Ensuring that the channel of communication between the members, regardless of section, and the main committee is working effectively.
2. Making suggestions about improvement to club processes or infrastructure which are independent of any particular section.

Health and Safety Officer

This will involve:

1. Creating the conditions for each section to monitor their own health and safety policies.
2. Being the focal point for any health and safety issues out of the norm
3. Advising main committee on health and safety issues as necessary

Child Protection Officer

This will involve:

1. Setting the overall child protection policies for the club such that it complies with current legislation
2. Ensuring that each section has its own child protection policies and procedures in place
3. Providing help and guidance to the sections concerning child protection
4. Maintaining a register of the section's activities such that duplication is eliminated or at least minimised and the section procedures are as far as possible standardised across the club.
5. Advising the main committee on all child protection issues

Audit Committee Chairman

This will involve:

1. Setting the overall audit level for the club such that the annual accounts can be trusted and represent a fair reflection of the finances of the club at the end of each financial year.
2. Ensuring meetings between the Hon Treasurer and his team are organised and attended.
3. Maintaining an audit committee of suitable persons of not less than 3 people including the chairman. New members are to be approved by the club Officers.
4. Advising the treasurer on any financial controls or practices.
5. Stating an opinion about the accounts and signing them for the year for subsequent presentation to an AGM..