



**NATIONAL CLUB
ACCREDITATION SCHEME**

**Meadow Park Soccer Club
General Committee Member**



JOB TITLE:

General Committee Member

OBJECTIVE:

To provide support to the President, Secretary and other General Committee members to ensure the efficient operation of the club.

RESPONSIBILITIES:

- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President or General Committee.
- Attend monthly club committee meetings.
- Participate in discussion and decision making of the committee.
- Look after a specific portfolio. (Marketing, Sponsorship, Events etc.)

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaises with various external stakeholders depending on club portfolio.

ACCOUNTABILITY:

- General Committee members are accountable to the President and General Committee.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.
- Provide a report of their portfolio for each committee meeting.

<INSERT MF LOGO>

MEMBER FEDERATION NAME
Member Federation Postal Address
Member Federation Street Address
T MF Phone
F MF Fax
MF Website
MF Generic E-Mail



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ESSENTIAL SKILLS:

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Good report writing skills

The estimated time commitment require as a General Committee member is up to 2-3 hours per week.



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