



Organisation Structure

Committee

- The SRFC Committee is made up of 5 roles (see table on next page) and the Committee is expected to meet once per month or more often as required at a regular set time and day. If 2 or more Committee members are unavailable for a particular meeting the meeting will be rescheduled to a mutually convenient time that satisfies at least 4 committee members.
- Committee members are expected to fulfil their roles between meetings; the purpose of the meetings is to check on progress.
- Committee members have full authority to take all necessary actions to fulfil their allocated responsibilities within their allotted budgets.
- All briefing papers will be read before the meeting, not at the meeting.
- Each committee member shares collective responsibility and ownership of agreed decisions, irrespective of their personal view or vote on the matter.

Non-Committee

- Non-Committee roles are appointed from time to time by the Committee to ensure the efficient and effective running of the club and help identify future Committee members and leaders of the club.
- The expectation is that each Non-Committee role will require less time and effort than being on the Committee and efforts will vary throughout the year.
- Those with Non-Committee roles are expected to meet together along with the Committee once per month at a regular set time and day or more often as required. If there is limited activity at that point in time within a particular role, a status update email to the wider group can be provided in lieu of attending the meeting.
- Non-Committee members are expected to fulfil their roles between meetings; the purpose of the meetings is to check on progress.
- Non-Committee members have full authority to take all necessary actions to fulfil their allocated responsibilities within their allotted budgets as determined by the Committee.
- All briefing papers will be read before the meeting, not at the meeting.



Committee

Role:	Treasurer	Secretary	Sponsorship & Fundraising Officer	Vice President	President
Email	treasurer@sydneyrangersfc.com.au	secretary@sydneyrangersfc.com.au	sponsorship@sydneyrangersfc.com.au	vice_president@sydneyrangersfc.com.au	president@sydneyrangersfc.com.au
Day to day activities	<ul style="list-style-type: none"> Gain approval for and make payments and act as signatory for the Club for financial purposes Ensure liquidity Keep required financial records and budgets Provide written and verbal reports to the Committee in respect of accounts and any major expenditure Ensure funds are used appropriately and in accordance with the mandate of members Prepare end of year financial statements 	<ul style="list-style-type: none"> Organise committee meetings, source agenda items and take minutes Follow up with action items between meetings Ensure memberships are valid and up to date Maintain the Club's membership to organisations Ensure the records of the Club are maintained as required by legislation Ensure that proper notice is given of General Meetings Maintain a comms strategy and issue comms in line with the strategy Manage the Club's social media presences and website 	<ul style="list-style-type: none"> Develop a list of potential sponsors in collaboration with the President and Committee Prepare sponsorship proposals and liaise with potential sponsors Source possible grant opportunities and maintain list of applicable grants and draft grant applications Identify potential community partners and work closely with the President to develop relationships Maintain regular contact with partner organisations and sponsors to ensure good ongoing relationships Prepare reports for sponsors and grant administrators to show use of funds and other relevant statistics 	<ul style="list-style-type: none"> Support the President in his duties and assist in the running of the club as required Act as the President in the event they are unable to fulfil their duties In the absence of the President, chair and control Committee meetings to ensure they effectively Represent the Club at meetings and forums as agreed with the President and/or Committee Other duties as required by the President and/ or Committee 	<ul style="list-style-type: none"> Chair and control Committee meetings to ensure they run effectively Act as a signatory for club for material transactions Work with the Committee to achieve objectives of club Assist, monitor and manage the Committee to ensure tasks are completed in a timely manner Serve as club spokesman
Overarching goals	<ul style="list-style-type: none"> Be responsible for the financial supervision of the Club to allow the Committee to provide good governance 	<ul style="list-style-type: none"> Ensure the smooth running of Club administrative matters and manage internal and external communication on behalf of the Club 	<ul style="list-style-type: none"> Develop relationships with external organisations to raise funds, and boost the Club's links and profile within the GLBTQI community 	<ul style="list-style-type: none"> Shadow the President in providing leadership and responsibility for the Club and the Committee and to step into the President's role as required 	<ul style="list-style-type: none"> Build and maintain strategic partnerships with external organisations and provide leadership to the club
Access and tools	<ul style="list-style-type: none"> St George Banking & Pay Pal SRFC Cloud 	<ul style="list-style-type: none"> ALL 	<ul style="list-style-type: none"> SRFC Cloud 	<ul style="list-style-type: none"> ALL 	<ul style="list-style-type: none"> ALL
GMAIL Accounts	treasurer1.srfc@gmail.com	secretary.SRFC@gmail.com	sponsorship.srfc@gmail.com	VicePresident.SRFC@gmail.com	president.srfc@gmail.com



Non-Committee roles

Role:	Events Officer	Football Officer & Registrar	PR & Communications Officer	New Player Liaison	Social Officer
Email	events@sydneyrangersonline.com.au	football-director@sydneyrangersonline.com.au	pmc@sydneyrangersonline.com.au	playerliaison@sydneyrangersonline.com.au	social@sydneyrangersonline.com.au
Day to day activities	<ul style="list-style-type: none"> Maintain calendar of events Form and run working groups for the various events SRFC holds throughout the year Liaise with PR & Communication's Officer on branding and messaging for fundraising events Monitor the success of events and develop the event calendar to meet the aims of the Club Aim to ensure that as many events as possible are cost neutral to the Club 	<ul style="list-style-type: none"> Arrange pre-season booking of fields and opposition in co-ordination with the team coaches Lead the grading process Be the contact person for Balmain and be responsible for the Registration process Provide football insight and be an advocate for football developments Annually source a summer soccer comp and help enter a SRFC team Maintain records of matches and players Liaise with Secretary to ensure memberships are valid and up to date 	<ul style="list-style-type: none"> Develop a communications strategy Keep the Committee up to date with new ways for SRFC to reach the community Monitor, assist and develop SRFC Communications to members Liaise with Events Officer on messaging for fundraising and events 	<ul style="list-style-type: none"> Be a visible and accessible representative at new player events Be responsive to messages on our communications platforms helping prospective and new players with questions Be a link between the Committee and new and prospective players Develop and maintain strategies for the ongoing expansion of the membership base of the Club 	<ul style="list-style-type: none"> Assist in the running of Sunday Social Maintain a calendar of social events for the club Come up with a variety of social events that meet the needs of members Arrange a venue and event for Australia matches (where possible) Ensure that social events deliver as much benefit as possible for the money spent
Overarching goals	<ul style="list-style-type: none"> Deliver well run successful events that enhance the SRFC brand and provide benefits to members 	<ul style="list-style-type: none"> Ensure the smooth running of Winter Competition and be an advocate for footballing matters 	<ul style="list-style-type: none"> Develop a communications strategy and provide thought leadership on engagement with members and the community 	<ul style="list-style-type: none"> Provide timely assistance and a point of contact for new and potential members 	<ul style="list-style-type: none"> Provide members with ways to socialise and build friendships off of the field.
Access and tools	<ul style="list-style-type: none"> Facebook SRFC Cloud Event Brite 	<ul style="list-style-type: none"> Membership database My Football Club (MFC) 	<ul style="list-style-type: none"> Facebook, Instagram, Twitter SRFC Cloud 	<ul style="list-style-type: none"> Membership database 	<ul style="list-style-type: none"> Facebook SRFC Cloud
GMAIL Accounts	eventsofficer.srfc@gmail.com	footballdirector.srfc@gmail.com	pmc.srfc@gmail.com	playerliaison.srfc@gmail.com	socialofficer.srfc@gmail.com