



# Club Governance Structure

MGFNC operates under the direction of:

- The Members
- The General Committee
- The Executive Committee
- Subcommittees and Coordinators

All roles operate in accordance with:

- MGFNC Constitution & Policies
  - MCDFNL Rules & Regulations
  - Victorian sporting and incorporation requirements
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## Executive Roles

### President

#### Role Summary

The President provides overall leadership and direction to the Club and represents MGFNC at League and external forums.

#### Key Responsibilities

- Lead the Club strategically and operationally.
- Chair all Committee meetings.
- Ensure effective governance, financial oversight and administration.
- Support football, netball and junior development pathways.
- Represent the Club at MCDFNL and Sporting & Recreation Committee meetings.
- Ensure a safe, inclusive and respectful Club environment.

#### Accountability

- Accountable to the Members and the General Committee.
  - Must not commit the Club financially without appropriate approval.
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### Vice President (Football)

#### Role Summary

Oversees all football-related operations and supports the President.

#### Key Responsibilities

- Lead football performance and development.
- Support and oversee coaches, players and support staff.
- Chair meetings in the absence of the President.
- Chair the Disciplinary Committee.
- Represent the Club at League meetings when required.

### **Accountability**

- Accountable to the President and General Committee.
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## **Secretary**

### **Role Summary**

Responsible for administration, records, governance compliance and communication.

### **Key Responsibilities**

- Prepare and distribute meeting agendas and minutes.
- Maintain Club records, policies and correspondence.
- Ensure compliance with Incorporations Act requirements.
- Coordinate annual planning and reporting.
- Prepare AGM documentation and annual reports.

### **Accountability**

- Accountable to the President and General Committee.
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## **Treasurer**

### **Role Summary**

Responsible for all financial management and reporting.

### **Key Responsibilities**

- Prepare and manage the Club budget.
- Maintain accurate financial records.
- Report monthly on financial performance.
- Manage banking, payments, audits, taxation and salary cap reporting.
- Ensure financial transparency and compliance.

### **Accountability**

- Accountable to the President and General Committee.
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# Football & Netball Operations

## Football Operations Manager

### Role Summary

Manages all off-field football operations to support on-field performance.

### Key Responsibilities

- Manage player and coach contracts within the approved budget.
- Coordinate registrations, clearances and compliance requirements.
- Oversee football support staff and match-day operations.
- Liaise between coaches, players and the Committee.
- Oversee the Senior Football Subcommittee.

### Accountability

- Accountable to the President and Executive.
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## Netball Manager

### Role Summary

Oversees all netball operations and administration.

### Key Responsibilities

- Appoint and support coaches.
- Manage registrations, clearances and compliance.
- Liaise with players, parents, coaches and the Committee.
- Oversee the Netball Executive and match-day operations.
- Represent the Club at MCDFNL meetings.

### Accountability

- Accountable to the President and Executive.
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## Junior Football Development Officer (JDO)

### Role Summary

Leads junior football development from Auskick through to Under 17s.

### Key Responsibilities

- Support junior coaches and development programs.
- Coordinate clinics, pathways and training resources.

- Identify and support talented junior players.
- Liaise with League development staff.
- Promote a safe and positive junior football environment.

### **Accountability**

- Accountable to the Vice President (Football).
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## **Operational & Support Roles**

### **Match Day Manager**

- Ensures home match days run smoothly.
- Coordinates gatekeeping, safety checks and results reporting.

### **Facilities Manager**

- Oversees Club buildings, grounds and equipment.
- Manages cleaning, maintenance and contractor liaison.

### **Canteen Operations Manager**

- Manages canteen operations, food safety and volunteer rosters.
- Ensures compliance with the Club's Healthy Eating Policy.

### **Bar Operations Coordinator**

- Manages bar operations in line with licensing and RSA requirements.
  - Oversees staffing, stock control and the Alcohol Management Policy.
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## **Marketing, Sponsorship & Community**

### **Marketing & Promotions Manager**

- Oversees Club branding, marketing and sponsorship strategy.
- Coordinates Marketing Subcommittee activities.
- Supports sponsorship growth and Club communications.

### **Marketing Subcommittee includes**

- Media Coordinator
- Membership Coordinator / Welcoming Officer
- Merchandise Coordinator
- Sponsorship Coordinator

- Votes & Trophies Coordinator

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## Social Committee

### Purpose

- Coordinate Club social activities and events.

### Key Expectations

- Deliver a balanced annual social calendar.
- Ensure events align with the Alcohol Management Policy.
- Work with the Marketing & Promotions Manager to promote events.

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## General Accountability Principles

All Committee members and Coordinators must:

- Act in the best interests of MGFNC at all times.
- Operate within approved budgets and delegated authority.
- Seek ratification before committing the Club financially.
- Provide reports when requested.
- Support a respectful, inclusive and community-focused Club culture.