



# MGFNC

## COMMITTEE HANDBOOK (SUMMARY VERSION)

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### Purpose of this Handbook

This handbook provides a clear overview of Committee, Executive and key operational roles at the Maryborough Giants Football Netball Club (MGFNC). It is designed to assist Committee members, volunteers and stakeholders to understand responsibilities, reporting lines and expectations.

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# 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 MDFNL 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.