



Kirrawee Kangaroos

Football Club Incorporated
ABN: 32 968 190 340

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KIRRAWEE KANGAROOS FOOTBALL CLUB INCORPORATED.
ANNUAL GENERAL MEETING 4th SEPTEMBER 2010

INFORMATION FOR CANDIDATES FOR ELECTION AS OFFICE-BEARERS OR GENERAL COMMITTEE MEMBERS:

A member of Kirrawee Kangaroos Football Club Incorporated (as defined in Rule 2.(b)(iii) or 3. (4) of the Club's Constitution) may be elected to the Club's Committee of Management or to a position of Office-bearer within the Committee by the Annual General Meeting of the Club.

The AGM to be held on 4th September is expected to have the power to elect 8 Office-bearers namely the President, Senior Vice-president, (or the deletion of depending on the decision of the SGM to be held on the same date) Vice-president, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and the Registrar.

In addition the AGM will have the power to elect 10 General Committee Members. From those people and the elected Office-bearers, the Committee will elect people to fill the roles of Ground Keeper, Canteen Manager, Canteen Buyer, Wet Weather Officer, Social & Fundraising Committee, Child Protection Officer, OH & S Officer, Key Registrar, Gear & equipment Officer, Head Coach, Assistant Head Coach or as required. The Committee can appoint additional Committee Members if the need arises.

Written nominations on the form at the end of this notice must arrive at the Club's PO BOX 530, GYMEA NSW 2227 or be handed to Melissa Sauer, (Secretary) by 28th August to be effective. If there are no written nominations for a position then (and only then) nominations for election to that position will be accepted from the meeting. Candidates may be nominated for any number of positions and may withdraw any or all nominations before being elected. If a candidate is elected to a position then all other nominations for election of that person by the AGM are void.

Election will be by a majority of the votes of those present and valid proxies held by them, which must be received before 7.00pm 28th August to be recognized. If a majority is not gained by any candidate in a vote then the candidate securing fewest votes will be eliminated and the election put to the meeting again.

Serving on the Club's Committee or as an Office-bearer can bring a great deal of personal satisfaction but it does carry responsibilities to discharge whatever duties have been undertaken. In addition to the duties of Office-bearers set out below, they and General Committee Members need to attend perhaps 15 Committee meetings in a 12 month period and contribute at least 2 full days as Duty Officer on the fields during the playing season.

Committee members and Office-bearers come and go and new people are always welcome. If you think you have something to offer to the running of the Club then please RUN FOR ELECTION.

The duties listed below are guidelines only and are not complete. In all cases they may be varied by the Committee of Management as needed. The duties of Committee members who stand for election by the Committee to any of the positions to be filled will be advised before those elections. No Office-bearer has any greater power than the Committee as a whole.

ROLES AND RESPONSIBILITIES OF THE PRESIDENT:

1. OVERSEE & PRESIDE AT COMMITTEE MEETINGS, EVERY SECOND MONDAY IN THE ON SEASON AND THE FIRST MONDAY OF THE MONTH IN THE OFF SEASON OR AS REQUIRED BY THE COMMITTEE...
2. LIAISE WITH THE SECRETARY AND OTHER MEMBERS OF THE COMMITTEE IN RELATION TO THE DAY TO DAY RUNNING OF THE CLUB.
3. ATTENDING TO SSFA ASSOCIATION DUTIES, SUCH AS PRESIDENT'S DAY, WHICH IS HELD TWICE A YEAR AND JUDICIAL MEETINGS (ON REQUEST).
4. ATTEND PRESENTATION NIGHTS FOR ALL AGE GROUPS.
5. TO LEAD AND DIRECT THE CLUB'S MANAGEMENT ENCOMPASSING ALL FACETS OF OPERATIONS, COMPETITION, PLAYER DEVELOPMENT, REGISTRATION, COMMUNICATIONS AND ADMINISTRATION.
6. TO OVERSEE, LEAD AND GUIDE THE CLUB, ITS MANAGEMENT COMMITTEE AND SUB COMMITTEES, TO MEET THE CLUB'S CHARTER AS LAID OUT IN THE CLUB'S CONSTITUTION, INCLUDING:

a. Understanding, participating and encouraging the development of soccer at Kirrawee Kangaroos Football Club Inc.

B. Establishing and participation in active competition.

c. Appointment of Office Bearers, Coaches, Managers and Committee to the Club.

d. Representing the Club and its Management Committee externally and internally.

7. TO PRESIDE AT THE CLUB'S AGM AND ANY SGMS.

ROLES AND RESPONSIBILITIES OF THE SENIOR VICE- PRESIDENT AND OR VICE- PRESIDENT:

1. TO FILL THE POSITION OF PRESIDENT IN THEIR ABSENCE
2. TO LIAISE WITH AND ASSIST THE PRESIDENT.
3. TO LIAISE WITH AND SUPPORT ALL MEMBERS OF THE COMMITTEE.
4. LIAISE WITH EQUIPMENT OFFICER AND GROUND CONTROL AND DUTY OFFICER TO ENSURE ALL EQUIPMENT AND FACILITIES (INCLUDING POSTS, FLAGS, NETS, LINE MARKERS, KEYS, ETC.) ARE MAINTAINED AND IN GOOD ORDER.
5. TO LIAISE WITH AND ASSIST THE SECRETARY IN RELATION TO OTHER COMPETITIONS, i.e., STATE, ROBERTSON, AMATEUR CUPS, CHAMPION OF CHAMPIONS AND GALA DAYS.
6. TO ARRANGE THE SERVICING OF FIRE EXTINGUISHERS ANNUALLY.
7. TO ARRANGE THE SERVICING OF THE PHOTOCOPIER WHEN NEEDED.

ROLES AND RESPONSIBILITIES OF THE SECRETARY:

1. POINT OF CONTACT FOR GENERAL ENQUIRIES – REFER ENQUIRIES TO APPROPRIATE PERSON.
2. TO DISTRIBUTE ALL CORRESPONDENCE RECEIVED TO APPROPRIATE MEMBERS.

3. TO REPLY TO INWARD CORRESPONDENCE AS REQUIRED AND TO DRAFT AND SUBMIT CORRESPONDENCE ON BEHALF OF THE CLUB AS REQUIRED.
4. TO COMPILE AGENDA OF BUSINESS FOR MANAGEMENT COMMITTEE, SPECIAL GENERAL AND ANNUAL GENERAL MEETINGS.
5. ARRANGE ANNUAL TIMETABLE FOR MEETINGS AND EVENTS.
6. ORGANISE STATIONERY REQUIREMENTS FOR OFFICIAL PURPOSES.
7. BOOK APPROPRIATE VENUES FOR FUNCTIONS AS REQUIRED.
8. SUPPORT THE PRESIDENT AND VICE PRESIDENTS – ATTENDING MEETINGS WITH EXTERNAL BODIES, EITHER WITH OR ON BEHALF OF THEM.
9. LIAISE WITH THE WEBMASTER IN RELATION TO INFORMATION TO BE PUT ON THE WEB SITE.
10. TO PUBLISH THE WEEKLY CLUB MATCH DRAW REPORTS AND THE MATCH DRAW GROUND REPORTS PROVIDED BY THE SSFA.
11. TO PUBLISH THE DRAW AMENDMENTS PROVIDED BY THE SSFA.
12. TO ALLOCATE AND MANAGE THE WEEKLY CANTEEN AND GROUND CONTROL DUTY ROSTER.
13. TO PREPARE AND DISPLAY WEEKLY MATCH SHEETS FOR ALL SATURDAY AND SUNDAY HOME GAMES.
14. TO DISTRIBUTE , VERIFY AND FORWARD INSURANCE CLAIM FORMS WHEN REQUESTED.
15. TO LIAISE WITH SSFA RE: DRAW, AMENDMENTS, INFRINGEMENTS, JUDICIARY COMMITTEE RULINGS, ETC.
16. TO ATTEND SSFA ASSOCIATION MEETINGS, WHEN REQUIRED.
17. TO REVISE AND PROPOSE AMENDMENTS TO CONSTITUTION AND MEMBERSHIP CRITERIA FROM TIME TO TIME.
18. ACT AS BANK SIGNATORY

ROLES AND RESPONSIBILITIES OF THE ASSISTANT SECRETARY:

1. TO LIAISE WITH AND ASSIST THE SECRETARY.
2. TO TAKE MINUTES AT ALL MEETINGS AND KEEP APPROPRIATE RECORDS.
3. TO FOLLOW UP WITH COMMUNICATION, CORRESPONDENCE AND ACTIVITIES, AS REQUESTED BY THE SECRETARY.
4. TO MANAGE THE ALLOCATION AND RETURN OF THE ALTERNATE STRIPS.

ROLES AND RESPONSIBILITIES OF THE TREASURER:

1. SPENDING AND RECEIVING OF ALL MONEYS.
2. BALANCING OF CANTEEN MONEY AT THE CONCLUSION OF EACH DAY WITH DUTY OFFICERS/CANTEEN MANAGERS.
3. BANKING ALL MONEYS ON A REGULAR BASIS.
4. PAYMENT OF ALL ACCOUNTS.
5. DEALING WITH THE SSFA IN FINANCIAL MATTERS.
6. ATTENDING ALL REGISTRATION DAYS TO COLLECT MONEYS (OR ISSUE REFUNDS).
7. ORGANISING FLOATS FOR CANTEEN AND VARIOUS CLUB FUNCTIONS.
8. MAINTAINING THE CLUB'S FINANCIAL RECORDS AND ACCOUNTS, INCLUDING REPORTING OF GST, TAX, ETC. AND PRESENTATION OF SAME TO THE CLUB'S MANAGEMENT COMMITTEE MEETINGS.
9. RESPONSIBLE FOR OVERSEEING BANKING, ACCOUNTS PAYABLE, REVENUE COLLECTION AND INVESTING MONEYS.
10. COORDINATING THROUGH THE MANAGEMENT COMMITTEE, THE SETTING OF CLUB FEES, LEVIES AND CHARGES.

11. SUBMISSION OF THE FINANCIAL REPORT TO THE DEPARTMENT OF FAIR TRADING WITHIN ONE MONTH OF THE AGM.

12. TO ACT AS A BANK SIGNATORY.

ROLES AND RESPONSIBILITIES OF THE ASSISTANT TREASURER:

1. TO LIAISE WITH AND ASSIST THE TREASURER.

ROLES AND RESPONSIBILITIES OF THE REGISTRAR:

ROLES AND RESPONSIBILITIES OF THE SENIOR AND JUNIOR REGISTRAR:

1. TO OVERSEE REGISTRATIONS OF ALL PLAYERS . OR SENIOR/JUNIOR PLAYERS

2. TO CHECK ALL NEW PLAYERS TO THE CLUB AND TO THE SSFA. ENSURE THAT PROOF OF RESIDENCY AND AGE, ie, DRIVER'S LICENCE, PASSPORT, BIRTH CERTIFICATE ARE SIGHTED BY RESPONSIBLE COMMITTEE PERSON.

3. TO ENSURE THAT ANY NEW PLAYER REGISTERING CAN BE PLACED IN A TEAM BY KNOWING (SO FAR AS IS POSSIBLE) THE NUMBER OF PLAYERS ALREADY REGISTERED IN EACH TEAM.

4. TO LIAISE WITH THE CLUB SECRETARY IN RELATION TO PLAYER'S DETAILS.

5. TO LIAISE WITH THE CONTACT PERSON, COACH AND/OR MANAGER FOR EACH TEAM, FOR ASSISTANCE WITH NUMBERS OF PLAYERS AND PLACEMENT IN A TEAM.

6. TO ASSIST WITH LATE REGISTRATION OF PLAYERS. REGISTRATIONS CLOSE ON THE 31ST MAY, EACH YEAR.

7. TO ATTEND GRADING SESSIONS, WHERE REQUIRED.

8. TO TRAIN ROOBALL AND OTHER ASSISTING REGISTRARS, AGE CO-ORDINATORS AS MAY BE ELECTED BY THE COMMITTEE AND DELEGATE TO THEM, DUTIES FOR WHICH THOSE ASSISTING REGISTRARS ARE RESPONSIBLE.

ROLES AND RESPONSIBILITIES OF GENERAL COMMITTEE MEMBERS:

1. TO ATTEND COMMITTEE MEETINGS.

2. TO ASSIST OTHER COMMITTEE MEMBERS WHEN REQUIRED.

3. TO ACT IN THE CAPACITY OF DUTY OFFICER FOR ABOUT 2 FULL DAYS IN EACH PLAYING SEASON.

4. TO REPRESENT THE CLUB AT SSFA MEETINGS IF REQUIRED.

5. TO BE ACTIVE AND GENERALLY ASSIST WITH THE GENERAL RUNNING OF KIRRAWEE KANGAROOS FOOTBALL CLUB.

6. TO DISCHARGE THE OBLIGATIONS OF ANY POSITION TO WHICH THEY ARE ELECTED BY THE COMMITTEE (AFTER ACCEPTING NOMINATION)

The next page is the nomination form which should be used to nominate for election as an Office-bearer or General Committee Member. The properly completed form must be received by me before 28th August to be valid.

If you have any queries please email me at secretary@kirraweekangaroos.com or write to PO BOX 530, GYMEA NSW 2227.

Melissa Sauer
Secretary

KIRRAWEE KANGAROOS FOOTBALL CLUB INCORPORATED

ABN 32 968 190 340

NOMINATION(S) FOR ELECTION AS OFFICE BEARER OR COMMITTEE MEMBER

Rule 14. (1)

We the undersigned members of Kirrawee Kangaroos Football Club Incorporated hereby

nominate.....of.....

for election by the Annual General Meeting of the Club to be held on.....20.....
(and any proper adjournment of that meeting) to the position(s) of:

<u>POSITION</u>	<u>FIRST NOMINATOR NAME & SIGNATURE</u>	<u>SECOND NOMINATOR NAME AND SIGNATURE</u>
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PRESIDENT

SNR VICE PRESIDENT

VICE PRESIDENT

SECRETARY

ASST SECRETARY

TREASURER

ASST TREASURER

REGISTRAR

COMMITTEE MEMBER

I.....of
a member of Kirrawee Kangaroos Football Club Incorporated consent to and accept the nomination(s) set out above and acknowledge that:

1: this nomination form is of no effect unless it is delivered to the Secretary of the Club or to PO Box 530 GyMEA 2227 (addressed to the Secretary) not less than 7 days before the date set for the relevant Annual General Meeting. (Rule 14.(1)(b))

2: the election of office bearers and general committee members will be in the same order as listed above and if I am elected (or deemed to be elected) to an office by the meeting then any nominations for election to any other office by the same meeting are invalid. (Rule 14.(7))

3: I may revoke my consent to any or all nominations at any time prior to my election or deemed election to any nominated position in writing to the Secretary or verbally to the AGM.

.....DATE.....20.....

SIGNATURE OF NOMINEE