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**Management Positions**

**Queensland School Futsal Inc. is committed to providing information to all members on the roles and responsibilities under which the elected Committee operate. The objectives of this document are to:**

**1. Help identify the potential roles of members serving on the Committee and in Executive roles.**

**2. Provide clear list of duties for members of the Management Committee.**

**3. Provide assistance in succession planning for those positions.**

It is important that all Management Committee Members fully understand the individual roles and responsibility of the nominated positions to manage effectively and efficiently.

All Management Committee positions are elected positions and office bearers will serve a pre-determined and conditional term as set out in the Queensland School Futsal Inc Rules. Positions will be determined from time to time by the Management Committee and can include:

1. Chairperson

2. Vice Chairperson

3. Treasurer

4. Secretary

5. Regional Coordinators

6. Competitions Coordinator

7 Social media Officer

8. Referees Coordinator

9. QRSS Liaison

10. Football Queensland Liaison

11. General Committee members

Honorary Accountant and Honorary Solicitor (Non-Management Committee)

• Appointed by invitation to provide QSF with ongoing legal and/or financial advice and support.

• Provide support and guidance and to uphold the good name of QSF and all members.

• May be appointed at one time and will be invited to hold the position(s) at the request of the members by popular vote.

1. **CHAIRPERSON**

The Chairperson will be required to dedicate a significant amount of time and may undertake many tasks during their term of office. The main tasks required of a chairperson are:

• Chair Committee meetings.

• Oversee and co-ordinate QSF activities and administration.

• Ensure the Committee performs set duties.

• Ensure all tasks necessary for the smooth running of the QSF are performed and/or appropriately delegated.

• Maintain a thorough knowledge of the Constitution & Rules of the Association, the Incorporations Act and other QSF requirements.

• Plan and co-ordinate the year’s activities following consultation with other Committee members.

• Be familiar with budgeting.

**Objectives To ensure:**

• Positive promotion of the QSF, member participation and achievements at the highest possible level

• That the QSF is run efficiently administratively, financially and socially.

**Responsibilities**

• Demonstrate leadership and an example to all members.

• Encourage participation by members in activities, fundraising and QSF projects.

• Ensure Committee Members fulfill their responsibilities.

• Preside at all meetings and will have a casting vote.

• Ensure that meetings are productive and results focused.

• Ensure that the Secretary completes the proper entry of minutes and the handling of the Association's affairs as instructed by meetings.

• Represent “QSF” at external functions.

• Report activities of the portfolio to the membership at the Annual General Meeting.

**Relationships**

• Reports to the members and Management Committee.

• Acts or ensures his delegate acts in the best interests of “QSF” at relevant external activities and meetings.

• Supports all Committee Members in the execution of their roles.

**Accountability**

• Is accountable to the members and the Management Committee.

1. **VICE CHAIRPERSON**

The Vice Chairperson will be required to act as Chairperson when the Chairperson is either unavailable to carry out his duties or has delegated these duties. Therefore the Vice Chair will be required to dedicate a significant amount of time to the QSF and may have to undertake many tasks during their term of office.

Tasks that will be carried out by the Vice Chairperson include:

• Chair committee meetings as required.

• Assist with oversight and co-ordination of QSF activities and administration

• Assist with ensuring that all tasks necessary for the smooth running of the QSF are performed and/or appropriately delegated

• Maintain a thorough knowledge of the Constitution & Rules of the Association, the Incorporations Act and other Shed requirements.

**Objectives To ensure:**

• Positive promotion of the QSF, member participation and achievements at the highest possible level

• That the QSF is run efficiently administratively, financially and socially.

**Responsibilities**

• Demonstrate leadership and example to all members

• Encourage participation by members in activities, fundraising and QSF

**Relationships**

• Reports to the members and Management Committee.

• Supports all Committee Members in the execution of their roles.

**Accountability**

• Is accountable to the Chairperson and Management Committee.

1. **TREASURER**

This position requires the skills and diligence to ensure correct and accurate financial records are maintained and is crucial to the efficient running of “QSF”.

The Six Commandments of the Ethical Treasurer

1. Do not lend money, under any circumstance, to other Associations or individuals within “QSF”.

2. Do not use financial funds as a personal expense account.

3. Do not allow “QSF” to fall into a serious and unnecessary financial position - attempt to match expenditure with income.

4. Always obtain a receipt or invoice to substantiate expenditure.

5. Always provide receipts to those who give the QSF money, for any reason.

6. Always keep the financial records of “QSF” up to date.

**Key responsibilities include:**

• A thorough understanding of financial procedures.

• The deposit of all monies received, as soon as possible.

• Signatory for cheques.

• Preparation of annual budgets.

• Preparing comprehensive financial reports for committee meetings, general meetings and as requested by the committee.

• Creation and maintenance of financial records throughout the term of office.

• Organisation of Annual Audit of financial records. (A legislative requirement for incorporated bodies.)

**Objective**

To ensure that a financial management and reporting system is put in place and operational so the committee has an accurate understanding of the financial status of “QSF” at all times.

**Responsibilities**

• Prepare budgets, in consultation with the committee, to reflect income and expenditure of “QSF” for presentation at the first meeting after the Annual General Meeting. The budget should include an interim payment plan for any outstanding debt and a cash flow plan for the ensuing year.

• Approve any expenditure by “QSF”.

• Maintain and oversee petty cash.

• Ensure Committee members do not exceed authority ceilings for financial expenditure without reference to the Committee.

• Attend to general banking activities.

• Maintain appropriate accounts of all income and expenditure.

• Report monthly to the Management Committee.

• Present all accounts for payment for approval and prioritise payment of accounts.

• Make details of all accounts available to the Management Committee and members as provided in the Act.

• Oversee and seek reports of all other accounts held by “QSF”.

• Ensure all legal reporting/taxation commitments are met by “QSF”.

• Ensure “QSF” finances are correctly audited.

• Report activities of the portfolio to the membership at the Annual General Meeting.

**Relationships**

• Reports to the Chairperson and Management Committee

• Liaises with all Creditors and Debtors.

**Accountability**

• The Treasurer is accountable to the Chairperson and Management Committee.

• The Treasurer will seek ratification from the Committee of a budget, including debt reduction and thereafter will have the authority to act within the limits of the budget and strategy approved.

• The Treasurer will provide a monthly financial report to the Management Committee.

1. **SECRETARY**

The role of the Secretary is primarily administrative.

**Responsibilities** may include:

• Prepare and document all meetings

• Prepare and distribute a Notice of Meetings (including date, time and location) to committee members

• Prepare and distribute the Agenda following consultation with other committee members • Check Minutes of the last meeting and ensure all committee members have the opportunity to read through them prior to their proposed adoption and

• Advertise the appropriate meeting (AGM or General Meeting) to members. At the Meeting • Ensure the Club constitution, all correspondence and other relevant documents are brought to the meeting

• Take Minutes – include those present, apologies for absence and all motions tabled - as accurately and specifically as possible –e.g. who tabled the motion, seconder and result of vote. Attention should be paid to where reimbursements for committee members and items of expenditure are concerned.

**Between Meetings**

• Ensure the Minutes of the meeting are typed and circulated to committee members and relevant others.

• Collect and distribute, as appropriate, all mail (both post and electronic).

• Attend to correspondence.

**Additional**

• Maintenance of equipment register in the absence of a delegated officer

• Maintenance of the calendar of events

• Maintenance of an accurate and up to date register of all financial members in the absence of a delegated officer.

**Objectives**

To ensure that appropriate administrative support is provided to the Chairperson and Management Committee of the QSF.

**Responsibilities**

• Establish a meeting schedule for the Management Committee for the current year

• Provide secretarial support to the committee

• Maintain an accurate copy of the Constitution and Rules.

• Provide administrative support to the committee in ensuring all relevant association responsibilities are dealt with appropriately.

• Maintain a complete record of all activities of the QSF.

• Be familiar with the policies and procedures of QSF, relevant associations and any other body that has governance to give advice to the Chairperson and Committee as required.

• Prepare minutes of all Committee Meetings and distribute in accordance with the Constitution & Rules of the Association.

• Receive all correspondence directed to “QSF”.

• Prepare and send correspondence in accordance with the direction of the Chairperson and committee.

• Co-ordinate all committee reports.

**Relationships**

• Reports to the Chairperson and Management Committee.

• Liaises with the Chairperson as and when required.

**Accountability**

• The Secretary is accountable to the Chairperson and Management Committee

**5.** **REGIONAL COORDINATORS**

The Regional coordinators will be required to dedicate a significant amount of time to the QSF and may undertake many tasks during their term of office. The main tasks required of the Regional coordinators are:

• Promote QSF.

• Develop and distribute competition and publicity material.

**Objectives To ensure:**

• Positive promotion of QSF, member participation and achievements at the highest level.

• That QSF is portrayed effectively and positively.

• Appropriate communication to QSF schools, sports coordinators, teachers and supporters.

• To promote the activities of QSF in the local media including radio, newspaper and other

mediums as appropriate.

**Responsibilities**

• Assist all members in promoting QSF in the local and wider community.

• Undertake promotion tasks at the request of the Executive and/or Committee where required.

• Undertake tasks at the request of the Executive or Committee.

• Represent QSF at external functions.

**Relationships**

• Reports to the Chairperson and Management Committee.

**Accountability**

• Is accountable to the Chairperson and Management Committee.

• Provide a report to the Management Committee on any aspect of promotion and competitions at appropriate times

1. **Competitions Coordinator**
2. **Social Media Officer**
3. **Referees Coordinator**
4. **QRSS Liaison**
5. **Football Queensland Liaison**
6. **General Committee members**

It is the responsibility of all Committee Members to:

• Attend meetings

• Arrive at meetings on time

• Respect the rules of procedure

• Speak clearly and to the point on agenda items while at meetings

• Listen attentively

• Respect other participants and maintain an open-minded attitude towards others opinions

• Undertake and complete tasks allocated

• Submit reports when required

• Always represent QSF with integrity

• Support all other Committee Members in the conduct of their responsibilities.