UMINA UNITED

2027 Full Committee Roles & Responsibilities

One club. Clear ownership. Stronger pathways. Better support for volunteers.

A practical governance and operating framework defining who owns each major area of Umina United Soccer Club and how the roles work together.

CORE PRINCIPLE

Every major function has one accountable owner. Executive roles provide leadership and oversight; coordinators and operational leads deliver defined portfolios. Wherever practical, no person holds more than two formal roles.

1. 2027 Committee Framework

The structure is designed for a large community soccer club: clear enough to create accountability, but practical enough to work with volunteers. It separates governance from delivery, finance oversight from bookkeeping, and creates connected junior-to-senior player pathways.

- Wherever possible, no more than two formal roles per person; an Executive member may hold only one additional formal portfolio role.
- Temporary working groups and casual volunteering do not count as formal roles.
- Material expenditure must follow the Club's finance and purchasing process.
- Portfolio leads report issues early rather than allowing problems to become Executive emergencies.
- Football decisions should support one connected junior-to-senior pathway.

2. Executive Committee

Role	Owns	Primary focus
President	Club leadership & governance	Strategy, culture, stakeholders, accountability
Vice President	Executive delivery	Cross-club coordination, projects, President support
Secretary	Governance administration	Meetings, records, correspondence, compliance
Treasurer	Financial leadership	Financial oversight, Bookkeeper liaison, Executive advice
Director of Junior Football	Junior football	Teams, coaches, development, pathways
Director of Senior Football	Senior football	MPL, WPL, senior teams, pathways

President

Provides overall leadership and keeps the Club focused on strategy, governance, culture and long-term outcomes.

KEY ACCOUNTABILITIES

- Chair Executive and major committee meetings.
- Lead strategy and hold portfolio owners accountable.
- Represent the Club with Council, CCF, sponsors and community stakeholders.
- Lead significant governance, disciplinary, reputational and cross-club matters.
- Ensure major decisions are made at the appropriate level.

DECISION AUTHORITY

Acts within the constitution and Executive delegations; material strategic commitments go to the Executive/Committee as required.

WORKS CLOSELY WITH

All Executive members, portfolio leads and key external stakeholders.

WHAT THIS ROLE DOES NOT OWN

Routine administration or day-to-day ownership of another portfolio.

Vice President

Supports the President, helps turn Executive priorities into coordinated delivery, and provides Executive oversight of Rise + Soar and inclusion-focused community programs.

KEY ACCOUNTABILITIES

- Deputise for the President when required.
- Drive agreed cross-club projects and follow up Executive actions.
- Help resolve issues spanning multiple portfolios.
- Provide Executive oversight of Rise + Soar and ensure it remains aligned to Club strategy.
- Support the Rise + Soar Program Lead with resourcing, escalation and Executive connection.
- Work with the Community Engagement Officer where grants, sponsorships or events support Rise + Soar.

DECISION AUTHORITY

Delegated authority for agreed projects and operational matters. Rise + Soar day-to-day delivery remains with the Program Lead.

WORKS CLOSELY WITH

President, Executive, Rise + Soar Program Lead, Community Engagement Officer and relevant portfolio leads.

WHAT THIS ROLE DOES NOT OWN

Becoming the default owner for unallocated work or personally running every Rise + Soar activity.

Secretary

Owns formal governance administration, records and Club correspondence.

KEY ACCOUNTABILITIES

- Prepare agendas, minutes and action records.
- Maintain governance records and formal correspondence.
- Coordinate notices, nominations, elections and required documentation.
- Maintain key policy and governance registers.

DECISION AUTHORITY

Controls official governance records within Executive direction.

WORKS CLOSELY WITH

President, Executive, governing bodies and committee.

WHAT THIS ROLE DOES NOT OWN

Finance, football selection or unrelated operations.

Treasurer — Financial Oversight & Executive Reporting

Leads the Club's financial oversight, manages the working relationship with the separate Bookkeeper, and provides timely financial reporting and advice to inform Executive decisions.

KEY ACCOUNTABILITIES

- Oversee the Bookkeeper's delivery of accurate accounting records, reconciliations, accounts payable/receivable and timely transaction processing.
- Review monthly profit and loss, balance sheet, cash position, budget-versus-actual results and forecasts prepared with the Bookkeeper.

- Present financial performance, commitments, risks, forecasts and recommendations at Executive meetings to support informed decisions.
- Lead annual budgeting and financial planning with the Bookkeeper and portfolio leads.
- Review proposed material expenditure and financial commitments before they proceed through the Club approval process.
- Check budget availability and cash-flow implications with the Bookkeeper; ensure supporting documents and appropriate payment controls are in place.
- Oversee financial controls, record-keeping quality, bank approval arrangements and reporting deadlines.
- Monitor sponsorship, grants, registrations, canteen and other income with the Bookkeeper and relevant portfolio leads.
- Identify and escalate material variances, financial risks and opportunities; recommend corrective action where needed.

DECISION AUTHORITY

Provides financial oversight and recommendations within Executive delegations. The Bookkeeper undertakes routine transaction processing and record-keeping. The Treasurer does not independently approve their own transactions; material or unbudgeted expenditure requires the appropriate authorised approval.

WORKS CLOSELY WITH

Bookkeeper, President, Secretary, authorised bank approvers, Community Engagement Officer and portfolio leads.

WHAT THIS ROLE DOES NOT OWN

Routine bookkeeping or sole approval of material expenditure, their own transactions or decisions outside delegated financial authority.

Director of Junior Football

Leads junior soccer and develops a connected pathway into senior football.

KEY ACCOUNTABILITIES

- Oversee junior structures and football standards.
- Support junior coach recruitment, development and retention.
- Coordinate with Academy/development programs.
- Create transition opportunities for older juniors.
- Work with the Women's Football Coordinator on female pathways.
- Work with Senior Football on broader junior-to-senior progression.
- Act as the football lead for junior disciplinary and judiciary matters, working with the President and Secretary on formal notices, factual statements, hearings and required Club responses.

DECISION AUTHORITY

Leads junior football decisions within strategy, regulations and budget. Formal disciplinary and judiciary outcomes remain subject to the authorised Club and governing-body processes.

WORKS CLOSELY WITH

Senior Football, Women's Coordinator, Academy, Age Reps, coaches, Registrations Team, President and Secretary.

WHAT THIS ROLE DOES NOT OWN

Senior squad selection, senior competition management or independently determining judicial outcomes.

Director of Senior Football

Leads senior men's and women's football, performance, development and culture.

KEY ACCOUNTABILITIES

- Oversee MPL, WPL and senior All Age planning.
- Work with coaches on squads and player development.
- Create opportunities for emerging juniors.
- Support recruitment and retention with a develop-our-own focus.
- Coordinate senior football requirements with matchday, gear and finance.
- Act as the football lead for senior disciplinary and judiciary matters, working with the President and Secretary on formal notices, factual statements, hearings and required Club responses.

DECISION AUTHORITY

Leads senior football decisions within strategy, regulations and approved budgets. Formal disciplinary and judiciary outcomes remain subject to the authorised Club and governing-body processes.

WORKS CLOSELY WITH

Junior Football, Women's Coordinator, senior coaches, President, Secretary, Treasurer and Matchday Coordinator.

WHAT THIS ROLE DOES NOT OWN

Junior administration, independent financial commitments or independently determining judicial outcomes.

3. Football & Player Development

Women's Football Coordinator — Female Player Pathways

Connects junior and senior female soccer, with WPL and higher Women's All Age as priority destinations.

KEY ACCOUNTABILITIES

- Maintain a clear junior-to-senior female pathway.
- Build links between older junior girls, WPL and higher WAA coaches.
- Identify players for appropriate train-up/play-up opportunities.
- Support retention through key transition ages.
- Contribute to WPL/WAA planning, grading and pathway discussions.
- Promote female coaching, mentoring and leadership opportunities.
- Report pathway gaps and recommendations to Football Directors.

DECISION AUTHORITY

Coordinates pathway activity and progression recommendations; appointed coaches retain final team selection.

WORKS CLOSELY WITH

Junior and Senior Football Directors, WPL/WAA coaches, junior girls coaches and Academy.

WHAT THIS ROLE DOES NOT OWN

Administering every female team or overriding coaches on selection.

Academy & Player Development Coordinator

Leads the Club's free Development and Elite Academy program and connects it to team football and player pathways.

KEY ACCOUNTABILITIES

- Plan Academy delivery from the Club's available field-access period.
- Coordinate suitably qualified coaches, including C Licence coaches.
- Maintain transparent player identification and development principles.
- Work with Football Directors so Academy complements team coaching.

- Coordinate education sessions such as nutrition and injury prevention.
- Track participation, progression and program outcomes.
- Manage Academy requirements within approved sponsorship and budget.

DECISION AUTHORITY

Leads Academy delivery within approved program, budget and football framework.

WORKS CLOSELY WITH

Football Directors, Women's Coordinator, coaches, Treasurer, sponsors and operations.

WHAT THIS ROLE DOES NOT OWN

Replacing team coaches or guaranteeing representative/senior selection.

Coach Development Coordinator

Improves coaching quality and creates a sustainable coach pathway across the Club.

KEY ACCOUNTABILITIES

- Identify coach education needs.
- Promote and coordinate accreditation opportunities.
- Support mentoring and sharing of session resources.
- Help new coaches understand Club football principles and expectations.
- Work with Directors to identify future senior and Academy coaches.

DECISION AUTHORITY

Coordinates coach-development activity within approved budget.

WORKS CLOSELY WITH

Football Directors, Academy, coaches and governing bodies.

WHAT THIS ROLE DOES NOT OWN

Selecting players, coaches or managing individual teams.

Age Representatives (Age Reps) — Junior and Senior

Act as the first point of contact for designated junior age groups and senior competition areas. Junior Age Reps cover U5–U7 (MiniRoos), U8–U11 (Non-Competition) and U12–U18 (Competition). Senior Age Reps support MPL, WPL, Men's and Women's All Age and Masters.

KEY ACCOUNTABILITIES

- Support coaches and managers with Club processes.
- Escalate recurring issues to the appropriate Football Director.
- Help coordinate team communications, grading logistics and season requirements.
- Promote consistent Club standards across teams.
- Support age-group and competition communications, including relevant CCM coordination for ages 8–16.

DECISION AUTHORITY

Operational coordination only; football policy and material decisions remain with Directors/Executive.

WORKS CLOSELY WITH

Football Directors, Registrations Team, coaches, managers and operations.

WHAT THIS ROLE DOES NOT OWN

Independent policy, disciplinary or financial decisions.

Junior Cadet Referee Coordinator

ROLE PURPOSE

Supports the development, recruitment and retention of junior cadet referees at Umina United, helping young referees gain confidence and a positive introduction to officiating.

KEY ACCOUNTABILITIES

- Act as the Club contact for junior cadet referees and their families.
- Coordinate information about cadet referee opportunities, training and development.
- Help organise mentoring, practical support and feedback for new referees.
- Liaise with Central Coast Football and relevant referee bodies on requirements and pathways.
- Work with matchday volunteers to encourage respectful treatment of referees.
- Escalate welfare, conduct or safety concerns through appropriate Club channels.

DECISION AUTHORITY

Coordinates approved cadet referee support activities. Referee accreditation, formal appointments, disciplinary matters and financial commitments remain with the relevant authorities and Club approval processes.

WORKS CLOSELY WITH

Junior Football Director, Matchday Coordinator, Junior Age Reps, Club welfare contacts and relevant referee organisations.

WHAT THIS ROLE DOES NOT OWN

Official referee appointments, referee discipline, competition rules or independent spending decisions.

4. Football Administration

Registrations Team

Provides a team-based registration function for a Club of Umina United's scale, with a Lead Registrar coordinating consistent processes and multiple Registrations Teams sharing the workload across agreed player and competition groups.

STRUCTURE

- Lead Registrar - owns the overall registration process, consistency, deadlines and escalations.
- Registrations Teams — share operational responsibilities across agreed portfolios such as junior non-competition, junior competition, senior/community and Premier League, with the exact split determined each season.

KEY ACCOUNTABILITIES

- Manage player registrations, transfers, clearances and registration records.
- Coordinate team nominations and registration-related competition requirements.
- Support player eligibility and registration queries.
- Maintain accurate records and meet governing-body deadlines.
- Provide clear registration guidance to coaches, managers, players and families.
- Escalate complex eligibility or competition matters to the relevant Football Director, Secretary or governing body.
- Provide participation and registration reporting to the Executive when required.

DECISION AUTHORITY

The Registrations Team manages registration administration within governing-body rules and Club policy. The Lead Registrar coordinates process and escalations but is not expected to personally process every registration.

WORKS CLOSELY WITH

Secretary, Director of Junior Football, Director of Senior Football, Age Reps, team managers and Treasurer.

WHAT THIS TEAM DOES NOT OWN

Player selection, football strategy, fee-policy changes, judicial decisions or unrelated team management.

5. Matchday & Club Matchday

Gear Steward

Owns the control, storage, issue and return of Club football and matchday equipment.

KEY ACCOUNTABILITIES

- Maintain a practical register of Club-owned football and operational gear.
- Coordinate pre-season issue and end-of-season return of team equipment.
- Maintain secure and organised storage areas.
- Identify damaged, missing or replacement equipment and submit purchase requirements through the finance process.
- Coordinate matchday equipment requirements with the Matchday Coordinator.

DECISION AUTHORITY

Controls allocation of approved Club equipment. New or replacement purchases follow the Club's budget and approval process.

WORKS CLOSELY WITH

Junior and Senior Football Directors, coaches, Matchday Coordinator and Treasurer.

WHAT THIS ROLE DOES NOT OWN

Unapproved purchasing, facility leases or major infrastructure decisions.

Assistant Gear Steward

Supports the Gear Steward with practical equipment administration, distribution and return.

KEY ACCOUNTABILITIES

- Assist with preseason kit and equipment issue to teams.
- Help maintain stocktakes, inventory records and organised storage.
- Assist with end-of-season returns and identification of damaged or missing items.
- Provide backup during peak equipment distribution periods.

DECISION AUTHORITY

Coordinates approved activity; budget, policy and material commitments remain subject to Club approvals.

WORKS CLOSELY WITH

Gear Steward, Matchday Coordinator, Junior and Senior Football Directors and team managers.

WHAT THIS ROLE DOES NOT OWN

Independent policy, disciplinary, selection or unapproved financial decisions.

Volunteer Coordinator

Organises parent and family volunteer support for home matchdays and Club activities.

KEY ACCOUNTABILITIES

- Coordinate team-based volunteer requests and practical duty rosters.
- Work with Age Reps and team managers to explain volunteer opportunities.
- Help recruit extra support for canteen, setup, packdown and events.
- Identify gaps early and refer operational needs to the Matchday Coordinator.

DECISION AUTHORITY

Coordinates approved activity; budget, policy and material commitments remain subject to Club approvals.

WORKS CLOSELY WITH

Matchday Coordinator, Canteen & Bar Manager, Age Reps and team managers.

WHAT THIS ROLE DOES NOT OWN

Independent policy, disciplinary, selection or unapproved financial decisions.

Canteen & Bar Manager

Leads canteen/bar operations, stock controls, volunteers and compliance on Club operating days.

KEY ACCOUNTABILITIES

- Plan stock and ordering within approved budget.
- Coordinate rosters and operating procedures.
- Maintain cash/POS and stock-control processes with Finance.
- Ensure alcohol service follows licence conditions and Club guidelines.
- Identify opportunities to improve service and financial return.

DECISION AUTHORITY

Routine operation within approved budget, liquor requirements and financial controls.

WORKS CLOSELY WITH

Treasurer, bookkeeper, Matchday, volunteers and Executive.

WHAT THIS ROLE DOES NOT OWN

Changing licence conditions or making material unapproved purchases.

Matchday Coordinators

Coordinates the practical readiness of Umina United home matchdays.

KEY ACCOUNTABILITIES

- Coordinate field and venue setup/packdown for Club home fixtures.
- Coordinate line marking requirements, goals, flags, technical areas and other matchday infrastructure.
- Coordinate venue readiness, team/official requirements and matchday checklists.
- Coordinate crowd, security and alcohol-management requirements where applicable.
- Report facility, surface, lighting, goal or safety issues to the President/Executive or relevant external authority.
- Work with the Gear Steward and Canteen & Bar Coordinator to ensure home fixtures are operationally ready.
- Escalate matchday incidents through the correct Club process.

DECISION AUTHORITY

Coordinates routine matchday and field-readiness activity under Club procedures. Major facility works, leases or capital expenditure require Executive approval.

WORKS CLOSELY WITH

Football Directors, Gear Steward, Canteen & Bar Manager, team managers, volunteers, President and Secretary.

WHAT THIS ROLE DOES NOT OWN

Referee decisions, team selection, judicial outcomes, Council maintenance obligations or major capital works.

6. Commercial, Community & Communications

Community Engagement Officer

Leads the Club's community and commercial engagement portfolio and oversees the teams responsible for Sponsorship & Partnerships, Grants, and Events & Presentations.

PORTFOLIO STRUCTURE

- Sponsorship & Partnerships Team — partner acquisition, servicing, renewals and activations.
- Grants Team / Coordinator — grant pipeline, applications, funding obligations and acquittals.
- Events & Presentations Team — Club events, presentations, sponsor activations and community events.

KEY ACCOUNTABILITIES

- Set priorities and coordinate the three portfolio teams as one connected function.
- Develop an annual community engagement plan aligned to Club strategy.
- Coordinate with the Treasurer on income, invoicing, grant funding, event budgets and financial commitments.
- Work with Media, Communications & Website to promote sponsors, grants, events and community activity consistently.
- Work with the Vice President where grants, sponsorships or events support Rise + Soar, while Rise + Soar remains within the Vice President's portfolio.
- Report portfolio progress, opportunities, risks and upcoming activity to the Executive.

DECISION AUTHORITY

Oversees the portfolio within approved strategy and budgets. Material sponsorship agreements, grant commitments, contracts and unbudgeted expenditure require the appropriate Executive approval.

WORKS CLOSELY WITH

Vice President, Treasurer, Sponsorship & Partnerships Team, Grants Team, Events & Presentations Team, Media/Website and relevant program leads.

WHAT THIS ROLE DOES NOT OWN

Day-to-day delivery of Rise + Soar, football decisions or independent approval of material financial commitments.

Sponsorship & Partnerships Team

Works under the Community Engagement Officer to manage the Club's commercial partnership pipeline and ensure sponsors receive the value promised.

KEY ACCOUNTABILITIES

- Develop and maintain sponsorship opportunities and proposals.
- Manage partner relationships and agreed deliverables.
- Coordinate renewals and identify new prospects.
- Work with Finance to ensure sponsorship invoicing and receipts are tracked.
- Coordinate sponsor activations with events, media and football programs.

DECISION AUTHORITY

Negotiates within approved packages; material or multi-year commitments require Executive approval.

WORKS CLOSELY WITH

President, Treasurer, Media/Website, Events and program owners.

WHAT THIS ROLE DOES NOT OWN

Changing Club strategy or committing unapproved benefits/expenditure.

Grants Team / Coordinator

Works under the Community Engagement Officer to identify funding opportunities and coordinate high-quality grant applications and acquittals.

KEY ACCOUNTABILITIES

- Identify relevant grant opportunities.
- Maintain grant calendar and deadlines.
- Coordinate evidence, quotes and supporting information.
- Work with portfolio owners to develop fundable projects.
- Track successful grant obligations and acquittals with Finance.

DECISION AUTHORITY

Coordinates applications; commitments made in applications require relevant approval.

WORKS CLOSELY WITH

Community Engagement Officer, Treasurer, football portfolios and relevant partners.

WHAT THIS ROLE DOES NOT OWN

Spending grant funds outside approved purposes.

Grants Assistant

Supports the Grants Team with grant preparation, evidence gathering and administration.

KEY ACCOUNTABILITIES

- Gather quotes, project information and supporting documentation.
- Maintain grant evidence, timelines and application records.
- Assist with reporting and acquittal documentation.
- Help track application deadlines and follow-up actions.

DECISION AUTHORITY

Coordinates approved activity; budget, policy and material commitments remain subject to Club approvals.

WORKS CLOSELY WITH

Grants Team / Coordinator, Community Engagement Officer, Treasurer and project leads.

WHAT THIS ROLE DOES NOT OWN

Independent policy, disciplinary, selection or unapproved financial decisions.

Media, Communications & Website Coordinator

Owns the Club's public communications, social media, website and digital information so members and the wider community receive clear, timely and consistent information.

KEY ACCOUNTABILITIES

- Coordinate and mentor social content creators, including supervised junior matchday contributors.
- Plan and coordinate Club communications and content across the season.
- Manage social media channels and maintain the Club's public-facing voice.
- Keep website content current, including registrations, programs, sponsors, news, contacts and key Club information.
- Support online forms and routine digital publishing processes.
- Support football, sponsors, events, Rise + Soar and community programs with timely promotion.
- Maintain Umina United brand consistency and appropriate use of player/member images.
- Coordinate technical website updates, user access and publishing permissions.
- Coordinate urgent or sensitive Club communications with the President and Secretary.

DECISION AUTHORITY

Publishes routine approved content and maintains the website within Club standards. Sensitive, disciplinary, major governance or reputational communications require appropriate Executive sign-off.

WORKS CLOSELY WITH

President, Secretary, Community Engagement Officer, Football Directors, Registrations Team, Rise + Soar and all portfolio leads.

WHAT THIS ROLE DOES NOT OWN

Making Club policy, football or disciplinary decisions, or committing to unapproved technology expenditure.

Social Content Creators — including Junior Matchday Creators

A flexible Media Team supporting the Club with authentic matchday and community content. Junior members may contribute under adult supervision and safeguarding requirements.

KEY ACCOUNTABILITIES

- Capture approved photos, short videos, interviews and stories at matches and Club events.

- Showcase juniors, senior pathways, volunteers, coaches, Academy, Rise + Soar and women's football.
- Submit content to the Media, Communications & Website Coordinator for review and publication.
- Follow Club image permissions, child-safety, consent and social-media guidelines.
- Provide an accessible opportunity for young Eagles to build creative and communication skills.

DECISION AUTHORITY

Coordinates approved activity; budget, policy and material commitments remain subject to Club approvals.

WORKS CLOSELY WITH

Media, Communications & Website Coordinator, Football Directors, coaches and event leads.

WHAT THIS ROLE DOES NOT OWN

Independent policy, disciplinary, selection or unapproved financial decisions.

Events & Presentations Team

Works under the Community Engagement Officer to plan Club events, presentations, sponsor activations and community events.

KEY ACCOUNTABILITIES

- Maintain annual events calendar.
- Coordinate venues, suppliers, run sheets and volunteer needs.
- Work with sponsorship on partner involvement.
- Coordinate presentation events and awards logistics.
- Prepare event budgets for approval and reconcile requirements with Finance.

DECISION AUTHORITY

Delivers approved events within agreed budget.

WORKS CLOSELY WITH

Sponsorship, Media, Matchday, Football Directors, Treasurer and volunteers.

WHAT THIS ROLE DOES NOT OWN

Committing to unapproved venues/suppliers or changing award policy.

Gala Day Coordinator

Leads the planning and delivery of the Club's Gala Day, working within the Events & Presentations Team.

KEY ACCOUNTABILITIES

- Prepare event plan, timeline, run sheet and task allocations.
- Coordinate teams, volunteers, facilities, suppliers and event-day logistics.
- Work with Sponsorship and Media on promotion and partner involvement.
- Coordinate safety and matchday readiness with relevant Club leads.
- Review the event and document improvements for the following year.

DECISION AUTHORITY

Coordinates approved activity; budget, policy and material commitments remain subject to Club approvals.

WORKS CLOSELY WITH

Events & Presentations Team, Community Engagement Officer, Matchday Coordinator, Volunteer Coordinator and Media.

WHAT THIS ROLE DOES NOT OWN

Independent policy, disciplinary, selection or unapproved financial decisions.

Supports and connects Age Reps so teams receive consistent information and assistance.

KEY ACCOUNTABILITIES

- Coordinate communication and guidance across junior and senior Age Reps.
- Help Age Reps understand Club processes and escalation pathways.
- Share recurring issues with the relevant Football Director.
- Support recruitment, induction and handover for Age Reps.

DECISION AUTHORITY

Coordinates approved activity; budget, policy and material commitments remain subject to Club approvals.

WORKS CLOSELY WITH

Junior and Senior Football Directors, Age Reps, Registrations Team and Secretary.

WHAT THIS ROLE DOES NOT OWN

Independent policy, disciplinary, selection or unapproved financial decisions.

Club Changer Coordinator

Leads Umina United's participation in Football Australia's Club Changer program, coordinates improvement priorities and works with the Executive to progress the Club's recognition level.

KEY ACCOUNTABILITIES

• Track Club Changer requirements, actions, evidence and submission deadlines.

• Coordinate relevant improvements with Football Directors, Women's Football Coordinator, volunteers, inclusion and governance leads.

• Identify gaps, recommend achievable initiatives and report progress to the Executive.

• Maintain records of completed activities and opportunities to strengthen Club Changer standing.

DECISION AUTHORITY

Coordinates approved Club Changer activity; spending, policy and strategic commitments remain subject to Executive approval.

WORKS CLOSELY WITH

President, Vice President, Football Directors, Women's Football Coordinator, Community Engagement Officer and program leads.

WHAT THIS ROLE DOES NOT OWN

Independent policy or financial commitments, or replacing the accountability of existing portfolio leads.

Rise + Soar Program Lead

Leads the day-to-day delivery of Umina United's Rise + Soar inclusive soccer program, reporting through the Vice President.

KEY ACCOUNTABILITIES

- Plan and coordinate program sessions, coaches and volunteers.
- Support participating children and families with clear program communication.
- Maintain an inclusive, welcoming and practical delivery model.
- Coordinate equipment, scheduling and operational requirements.
- Work with the Vice President on resourcing, development and issues requiring Executive support.

- Work with the Community Engagement Officer on relevant grants, sponsorships and events without shifting ownership of the program.

DECISION AUTHORITY

Leads day-to-day program delivery within the approved program plan, policies and budget.

WORKS CLOSELY WITH

Vice President, coaches and volunteers, Community Engagement Officer, Media, Communications & Website and Matchday.

WHAT THIS ROLE DOES NOT OWN

Executive oversight of inclusion strategy, unrelated community programs or independent financial commitments.

7. Governance, Welfare & Safety

Member Protection / Welfare Coordinator

Provides a clear pathway for welfare, member-protection and sensitive conduct concerns to be handled appropriately.

KEY ACCOUNTABILITIES

- Maintain awareness of applicable member-protection and safeguarding processes.
- Receive and appropriately escalate sensitive concerns.
- Support a safe, respectful Club environment.
- Maintain confidentiality and appropriate records with the Secretary/President.
- Promote awareness of expected behaviour and reporting pathways.

DECISION AUTHORITY

Coordinates process and escalation; formal disciplinary decisions sit with the authorised Club/governing process.

WORKS CLOSELY WITH

President, Secretary, Football Directors and relevant governing bodies.

WHAT THIS ROLE DOES NOT OWN

Acting as investigator/judiciary beyond delegated authority or providing professional clinical/legal advice.

Safety / Risk Coordinator

Helps the Club identify and manage operational risks across facilities, events and matchdays.

KEY ACCOUNTABILITIES

- Maintain practical risk and incident processes.
- Support safety checks and incident reporting.
- Coordinate escalation of significant hazards.
- Review recurring incidents for preventative action.
- Support portfolio leads with appropriate risk controls.

DECISION AUTHORITY

Can escalate or recommend stopping unsafe Club activity; major remediation decisions sit with Executive/relevant authority.

WORKS CLOSELY WITH

Matchday, Matchday Coordinator, President and Secretary.

WHAT THIS ROLE DOES NOT OWN

Replacing emergency services, Council or professional safety advice.

8. Finance & Purchasing Workflow

No portfolio owner should commit Umina United to material expenditure before the required financial check and approval. This protects cash flow, gives the Executive a current view of commitments and keeps the bookkeeper's records clean.

1	Need identified	Portfolio owner defines the requirement and expected cost.
2	Finance check	Treasurer reviews budget and cash-flow impact with the Bookkeeper before seeking approval.
3	Approval	Appropriate authorised person or Executive approves under Club delegations.
4	Commitment	Purchase/order is made only after approval.
5	Bookkeeping	Invoice/receipt is supplied; Bookkeeper processes and codes the transaction under agreed controls.
6	Oversight	Treasurer reviews reports with the Bookkeeper and presents risks, variances and recommendations to Executive.

9. Reporting & Accountability

- Executive meets regularly to review strategy, finance, football, operations, risk and major decisions.
- Treasurer presents financial performance, forecasts and recommendations at Executive meetings, drawing on records and reports prepared with the Bookkeeper.
- Portfolio leads provide concise updates through their relevant Executive owner and escalate material risks promptly.
- Football pathway roles meet across Junior, Senior, Women's and Academy functions at key planning points.
- Major purchases, contracts, policy changes and external commitments follow the Club's approved delegations.
- Role descriptions should be reviewed at season end and before appointments for the following year.

10. Role Allocation Rules

To make the structure sustainable, Umina United should recruit to the role rather than simply allocating every vacant task to existing volunteers.

- Wherever possible, no more than two formal roles per person.
- An Executive position counts as one formal role.
- Wherever possible, an Executive member holds no more than one additional formal portfolio role.
- Casual volunteering, matchday help and temporary project groups are not formal roles.
- Where one person temporarily covers a vacancy, an end date and recruitment plan should be agreed.
- Every role should have a handover folder or shared record containing key contacts, calendars, procedures and current actions.

11. Recommended Committee Map

Portfolio	Roles

Executive	President; Vice President; Secretary; Treasurer; Director of Junior Football; Director of Senior Football
Football & Development	Women's Football Coordinator; Academy & Player Development; Coach Development; Junior and Senior Age Reps; (no Junior Girls Age Rep)
Football Administration	Registrations Team - Lead Registrar & Registrations Teams
Matchday & Matchday	Matchday Coordinator; Gear Steward; Assistant Gear Steward; Volunteer Coordinator; Canteen & Bar Manager
Commercial & Community	Community Engagement Officer → Sponsorship & Partnerships Team; Grants Team / Coordinator; Grants Assistant; Events & Presentations Team; Gala Day Coordinator; Club Changer Coordinator
Communications	Media, Communications & Website Coordinator; Social Content Creators (including juniors)
Governance & Welfare	Member Protection / Welfare; Safety / Risk

12. Adoption for 2027

This document is the proposed 2027 committee operating framework for Umina United Soccer Club. Once endorsed by the Executive, it should guide committee recruitment, role allocation, induction, handover and accountability throughout the season. Individual role holders can be maintained on a separate committee contact sheet so responsibilities remain stable when volunteers change.

REVISED FINAL • 2027 COMMITTEE STRUCTURE