

Management Committee



VERSION TABLE			
DATE	AUTHOR	STATUS	VERSION
10/08/2015	Chris Gilchrist	MC Approved	1
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OBJECTIVE

The Management Committee is responsible for governance, compliance and advocacy, providing leadership and overall strategy for the Club as well as assuring everyone that the Club's finances are sound, its operations are legal, and its procedures work.

The Management Committee is the elected authority for Springwood United Football Club (the Club).

There is a clearly defined purpose and strategic direction for Springwood United Football Club with goals and objectives and this is communicated to all relevant stakeholders.

KEY RESPONSIBILITIES

- The Management Committee is aware of its duties and responsibilities, the legislation under which it operates, and has knowledge that the appropriate documentation of policies and procedures are in place
- The Management Committee's composition reflects the skills, knowledge and experience needed to achieve the Club's purpose
- The Management Committee should help manage financial responsibilities – establish policies for criteria/indicators of good financial health, determine financial priorities in line with advice and input from other Club committees and members, and ensure that the Finance Officer's report is provided at each Management Committee meeting, and annual accounts are audited (where required under the appropriate legislation)
- There are adequate and appropriate insurances in place.

The reason for the Management Committee

Partly to satisfy legal requirements, but mostly it is to:

- Keep the Club legally compliant.
- Ensure the Club remains financially viable.
- Oversee long-term development of the Club.
- Ensure that the members' interests are and remain the first priority in decision-making.

Be aware that individual Management Committee members have no power as individuals.

Management Committee members should always see their role as being representative; their decisions should be made with everyone in mind.

Everyone includes:

- The wider community
- Members of the Club
- Staff of the Club
- Other volunteers
- Sponsors and other funding sources

The process of keeping 'everyone' happy can require some innovative thinking, creative work and thoughtful, wise decision-making.

MANAGEMENT COMMITTEE MEMBER DUTIES

- Understand their responsibilities and perform their duties to the best of their abilities
- Understand the term Incorporation
- Be familiar with the Club's Constitution and By-Laws
- Know how the Management Committee and the Club is designed to function
- Understand the delineation of duties between Committees
- Act with due care and diligence, in the best interests of the Club (fiduciary duty)

Work to ensure that:

- The aims and objectives of the Club are pursued
- The rules of the Club (it's constitution) are followed
- The business of the Club is conducted honestly
- The Club complies with all laws and any contractual obligations
- The Club keeps proper financial records and can pay its debts (remain financially solvent)

Management Committee members are also required to:

- Attend all meetings
- Be punctual and have read the Minutes, agenda, communications report or any other background papers before the Management Committee meetings.
- If unable to attend a meeting due to other commitments or circumstances, be responsible to put in their apologies prior to the meeting.
- Participate in the Club's planning and evaluation processes.
- Work as a part of a committed team with other Management Committee members.
- Sign and maintain the confidentiality policy of the Club.
- Keep informed about issues affecting the Club, and any other duties that pertain to the effective delivery of services by the Club that is agreed upon within the Committee meetings.
- Declare any personal interest that might conflict with the interest of the Club or their fiduciary duty
- Keep informed about the Club's business and activities
- Take an active part in the Management Committee meetings
- Participate in as many Club activities and events as possible, e.g. assist with activities and events associated with SUFC – AGM, park duty, presentation day, coaches and managers BBQ, muster day.

The main role of the **Executive Committee**, formed by the Chairman, Vice-Chairman, Finance Officer and Secretary is to ensure the Management Committee and Football Committee carry out their roles and responsibilities and support them within their roles. It is also the role of the Executive Committee to make decisions in line with the Constitution.

Governance vs. Management

What the Management Committee does is known as '**governance**'.

What Football Committee does is known as '**management**'.

It is important that everyone involved in the Club understands the differences between the two concepts.

Governance is about the 'big picture' issues including strategic and business planning, providing input for policies and procedures, dealing with issues which cannot be resolved by staff through management or require some 'independence' from staff.

Management is about the day-to-day operations – general administrative and operational duties handled by the members of the Football and Sub-Committees, to function autonomously within agreed guidelines.