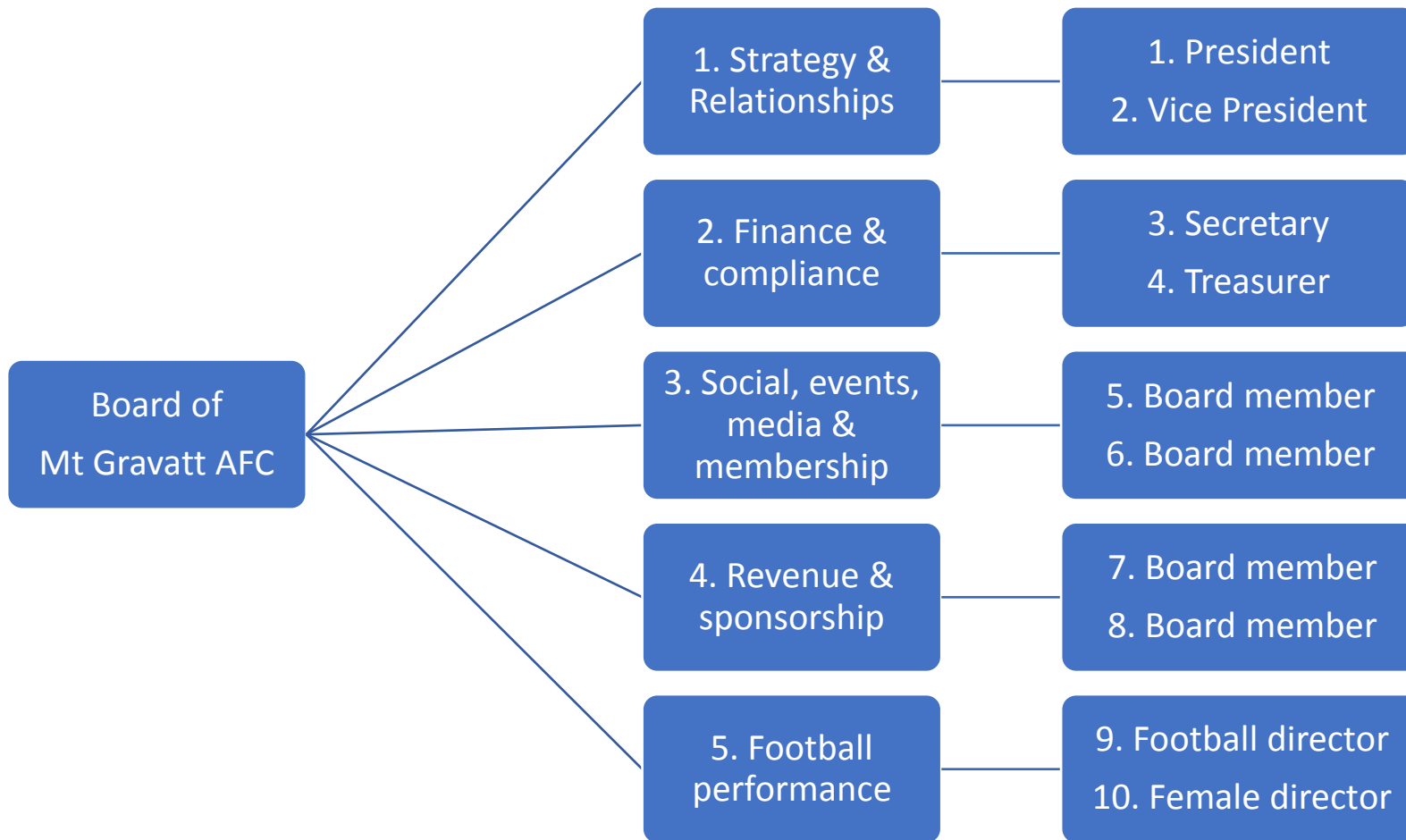


PROPOSED NEW BOARD STRUCTURE



PROPOSED NEW BOARD STRUCTURE

ROLE DESCRIPTION – STRATEGY & RELATIONSHIP PORTFOLIO; Reports to Board

Overview

1. Strategic planning for 3-5 years
2. Manage relationships of key stakeholders
3. Manage lease arrangements & facility audits
4. Drive facility upgrade

Responsibilities

Portfolio administered & performed by President & Vice President

Duties

1. Write the strategic plan to ensure 3-5-year plans can be obtained. Once completed manage/oversee the progress and implementation of all facets of the strategic plan. Ensure QAFL licence requirements, as per AFLQ 6 pillars requirements, are met and maintained to a level which provides medium to long term sustainability
2. Meet and report on arrangements with key stakeholders –
 - a. AFLQ – 6 pillar requirements, QAFL comp, women's comp
 - b. 3 levels of government – local member offices
 - c. BCC leasing/BCC Sport & Rec
 - d. Southside Sports Club
 - e. Other community groups including Hawks, Clairvaux etc; as well implement activities that are community inclusive to ensure sustainability of the club in the medium to long term.
3. Manage the tenancy requirements, including maintenance and improvements, to ensure the club achieves and sustains relevant usage and facilities

Key Performance Indicators

1. Strategic Plan in place, and actionable plan articulated for implementation, with monthly update on each item progress
2. Number of Key stakeholder relationships performed each month; Report on Key Stakeholder status with suitable relationships each Board meeting
3. Number of community activities & initiatives performed that raise the club's profile
4. Improved facilities & plans in place for upgrade including funding options tabled and undertaken; i.e. various grant submissions and support detail

PROPOSED NEW BOARD STRUCTURE

5. Lease management has no unresolved issues; & playing surface well managed

ROLE DESCRIPTION – FINANCE & COMPLIANCE; Reports to Board

Overview

1. Maintain budgets & reporting of financial matters, along with strategies & solutions for issues identified
2. Maintain compliance with managing government, lease and other obligations
3. Manage communications of the Board

Responsibilities

Portfolio administered & performed by Secretary & Treasurer

Duties

1. Perform all relevant compliance requirements of the club in timely manner
 - a. Legal
 - b. Government reporting/Grant acquittals
 - c. Insurance requirements,
 - d. Association communications
2. Produce relevant and accurate reports for consideration at Board meetings: financials & minutes; and maintain club records of both
3. Ensure appropriate timing of communication of financials & minutes

Key Performance Indicators

1. Club in sustainable financial position or with achievable actions in place to achieve same
2. Government & reporting requirements met
3. Recording & management of Board communications up to date, financial reports & minutes available in reasonable timeframes

PROPOSED NEW BOARD STRUCTURE

ROLE DESCRIPTION – SOCIAL, EVENTS, MEDIA & MEMBERSHIP; Reports to Board

Overview

1. Grow memberships & maintain/manage register for communication & compliance purposes
2. Support & perform communication to members & supporters through social media options and website updates
3. Manage arrangements for all club events; Support junior & women's team's integration opportunities into events

Responsibilities

Portfolio administered & performed by two (2) Board members

Duties

1. Grow membership base
2. Engage, communicate with and gather together our members through social media avenues
3. Schedule, advertise and perform planning for events, both game day related and separate

Key Performance Indicators

1. Membership growth via target achievement & recruitment
2. Number of news items, interviews and information communicated to members via the social media channels
3. Record of profitable & successful events

PROPOSED NEW BOARD STRUCTURE

ROLE DESCRIPTION – REVENUE & SPONSORSHIP; Reports to Board

Overview

1. Manage distribution of prospectus and sponsorship related messaging; be contact points for sponsorship opportunities & plaque selling
2. Manage the infrastructure involved with sponsorships such as advertising signs, sponsor board, plaques and sponsor specific game day experience
3. Manage & improve relationships with sponsors
4. Act on revenue growth opportunities not covered by events; e.g. Toyota raffle

Responsibilities

Portfolio administered & performed by two (2) Board members

Duties

1. Ensure Sponsorship prospectus is distributed
2. As contact point(s), engage sponsors and close agreements & manage sponsorship requirements (banners, signage, online representation)
3. Manage and improve sponsors relationship & satisfaction
4. Act of new revenue opportunities not covered by Events

Key Performance Indicators

1. Sponsorship infrastructure maintained & provided on a timely basis
2. Sponsorship growth/targets met; e.g. growth in non-Southside sponsorship grows
3. Satisfaction levels of sponsors

PROPOSED NEW BOARD STRUCTURE

ROLE DESCRIPTION – FOOTBALL PERFORMANCE; Reports to Board

Overview

1. Ensure the Football department runs within budget
2. Work with senior and other coaches to assist them implement their agreed & endorsed coaching and development plans
3. Women's team to be introduced successfully in 2018
4. Coaching support with coaching apparatus, systems and all AFLQ compliance requirements
5. Arrange suitable game day volunteer requirements & match awards

Responsibilities

Portfolio administered & performed by two (2) Board members – Football Director & Female Football director

Duties

1. Coordinate allocation of Football Department budget – player contracts, matchday spends, coaching costs etc
2. Ensure AFLQ match day requirements & volunteer requirement are met across all teams
3. Coordinate women's team integration
4. Ensure on field performance is appropriately administered by coaches
5. Support coaches with match day awards arrangements

Key Performance Indicators

1. Football department budget met
2. AFLQ on field compliance fully adhered to & all volunteer positions filled
3. Senior women's team successfully integrated
4. Senior team and development program implemented with suitable actions undertaken

PROPOSED NEW BOARD STRUCTURE

5. Post-match awards performed based on coaches' feedback