

AUSTRALIAN NATIONAL UNIVERSITY AUSTRALIAN FOOTBALL CLUB

# ANUAFC Constitution

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October 2017

# General

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## 1. This Document

This document shall be the constitution of the Australian National University Australian Football Club hereinafter referred to as "the Club".

## 2. Interpretation

- '**General Meeting**' means an annual general meeting convened in accordance with the constitution.
- '**Year**' means the period between the Annual General Meetings of the Club.
- '**Executive Board**' refers to those positions listed under Appendix One in the ANUAFC Board Charter (Attachment A).
- '**General Board**' refers to those positions listed Appendix Two in the ANUAFC Board Charter (Attachment A).
- '**Board**' refers to all those positions in the ANUAFC Board Charter collectively.

## 3. Colours and emblems

1. The Club teams shall wear Royal Blue guernseys with a white 'V', Royal Blue Shorts and Blue and White horizontally striped socks.
2. The Club teams shall wear White guernseys with a Royal Blue 'Griffin' (see clause 3.3) where there exists a jumper clash with an opposition team, and where the Club is the 'away' team, or at the discretion of the Club coaching staff and Executive Board.
3. The emblem of the Club shall be a Griffin, the same as that in Attachment B.

## 4. Membership

1. Each member of the Club must first be either an ANU student or ANU Sport and Recreation Association (SRA) member in order to play football for the Club. This requirement must be met before playing an official competition game and before Club playing fees are paid.
2. Membership of the Club shall be open to all persons approved by the Board upon payment of the annual subscription fixed under these rules.
3. No person shall be entitled to vote or to use facilities provided by the Club unless they:
  - have paid the annual subscription fixed under these rules;
  - are a contributing member of the Board as outlined in clause 6; or
  - have been accepted as Life Members of the Club under clause 13.
4. All Members of the Club shall be subject to the direction, supervision and control of the Board in the attainment of the Club's objects.

5. Membership of the Club shall be annual and shall cover the period of one Annual General Meeting to the next Annual General Meeting.

## Management

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### 5. The Board

The Board constituted as shall do all things necessary for the attainment of the Club's objects and all things incidental thereto, as outlined by this Constitution.

### 6. Structure

The structure of the Board is as outlined in the Board Charter (Attachment A).

### 7. Terms of Office

The Board shall, subject to this constitution, hold office until the declaration of elections at the next Annual General Meeting. Nominations for Board positions will be received prior to the AGM and elected at the AGM for the forthcoming year.

### 8. Distribution of duties

1. Within two weeks after the Annual General Meeting the Board shall meet and elect members to tasks and subcommittees as necessary.
2. At such times that it is necessary to appoint a new Coach or Coaches, the Executive Board shall manage this process, including canvassing for and interviewing potential appointments. Any coaching appointment will be approved by a quorum of the Board.

### 9. Board members' powers

Any member of the Board shall, subject to the direction and approval of the Executive Board, have the power to implement any means necessary to assist in the proper performance of the duties assigned to them by the Executive Board.

### 10. Annual Report

1. The President shall prepare and submit to the Annual General Meeting a report on the activities of the Club during the preceding year.
2. The Treasurer shall present an audited statement of accounts for the year of office.

### 11. Appointment of Coaches

1. The Board shall appoint Coaches and Assistant Coaches (as required).

2. The President shall, in consultation with Coaches, organise the selection of Captains and Vice Captains for all teams before the first game of the season.

## **12. Finance**

The Board shall have the power to dispose of moneys of the Club as provided by clause 22.

## **13. Vacancies**

The Executive Board shall have the power to appoint any member of the Club to fill any vacancy on the Board or in any other vacant position of the Club, whether occurring as a result of resignation, unfilled position or any other reason whatsoever, subject to the approval of that member.

# **Meetings**

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## **14. Meetings**

The Board shall meet at least once each month during the season and as-required during the off-season, and a quorum shall be six members including two of the Executive Board.

## **15. Annual General Meeting**

1. The Club shall, in each year, hold an Annual General Meeting (AGM)
2. The ordinary business of the AGM shall be:
  - a. to confirm the minutes of the preceding AGM and any general meeting held since the preceding AGM
  - b. to receive from the President and Treasurer their reports as prescribed by clause 10
  - c. to elect the new Board
  - d. any other business
3. At Annual General Meetings of the Club twenty members shall constitute a Quorum

## **16. Voting**

At all meetings of the Club all resolutions shall be determined, subject to clauses 20 and 21 of this constitution, by simple majority of voting members present, except that in the case of an equality of votes the person presiding shall be entitled to a second or casting vote.

## **17. Life membership**

1. At the AGM, the members present may elect anyone recommended by the Board, in accordance with the next subclauses, to the status of Life Member whereupon that

- person shall without further payment of membership fees enjoy all the rights and privileges of ordinary membership including election to any office of the Club.
2. Life membership may be bestowed on any member or volunteer who has provided a minimum of 10 years meritorious service to the club as agreed on by the Board, or a minimum of 200 games for men or 125 games for women.
  3. Unless agreed on by a majority of the Board, any nomination for the position of Life Member of the Club shall be submitted to the Secretary in writing at least fourteen days prior to the AGM or Presentation Night, whereupon the Board shall upon consideration of the persons nominated, and recommend to the AGM the nominees it considers fit for the position of Life Member.

## **18. Recognition of Outstanding Contribution**

1. Recognition of Outstanding Contribution is awarded to members or volunteers who have made a significant contribution to the Club over a sustained period by demonstrating principles of good sportsmanship and valued leadership. These points apply in whatever role the nominee has participated in during their service to the Club.
2. The length of service to the Club shall be a minimum of 3 years in respect to Board contributions and 5 years in respect to either on field or off field roles.
3. Recognition of Outstanding Contribution will be considered and determined by the Board annually and presented to recipients at the AGM or Presentation Night.

## **19. Selection of club teams**

The selection of the Club's teams is at the discretion of the Senior Coach(es) in consultation with the Club Board where required.

## **20. Alteration of Constitution**

1. This constitution may be altered at the Annual General Meeting of the Club by resolution passed by a two thirds majority of members present and voting.
2. Notice of the proposed amendment shall be included in the notice calling the General Meeting.

## **21. Expulsion of members**

1. Subject to this clause the Board may expel a member (including a member of the Board) or holder of any position from the Club, if in the opinion of the Board the member or other person has been guilty of conduct detrimental to the interests of the Club.
2. Unless the person concerned lodges an appeal to the Board the expulsion shall take effect on the expiration of fourteen days after service of a notice in writing stating that the person has been expelled, specifying the grounds, and informing them of their rights under this clause.

# Finance

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## 22. Finance

The Board shall have the power to dispose of moneys of the Club subject to the following.

1. All moneys and other property received by the Club shall be held in trust for the Club by the Board.
2. All moneys received by the Club shall be deposited by the Treasurer as soon as possible after receipt in such account of the Club as the Board shall deem appropriate.
3. Except with the authority of the Board no payment of a sum exceeding one hundred dollars (\$100.00) shall be made on behalf of the Club except by means of a duly authorised and receipted amount drawn from an account of the Club.
4. The Treasurer or a member of the Board authorised in writing by the Treasurer shall on behalf of the Club, receive all moneys paid to the Club and after the receipt thereof keep a record of receipt.
5. The Treasurer or a member of the Board authorised in writing by the Treasurer shall on behalf of the Club, prepare all invoices and receive all receipts of payments made in cash or electronically.
6. No disbursement of moneys shall be made unless authorised by the Board upon submission of the Treasurer, provided that the Board may in its discretion authorise in retrospect the expenditure of money on behalf of the Club in the case of an emergency.
7. If the Board deems an excessive figure of moneys to have been generated, discretion is available for funds to be held in term deposits or elsewhere as deemed appropriate by the Board.
8. The Treasurer shall furnish a statement of account to each meeting of the Board together with a request for authority to pay outstanding accounts and items of proposed expenditure.

## 23. Proposed expenditure

The annual Club subscription payable by members of the Club shall be the sum fixed annually as agreed by the Board and shall be due and payable on or before round 4 of the current season.

## 24. Financial Year

The financial year of the Club is the period between the AGM of one year to the AGM of the next.

# Attachment A - Charter

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## ANUAFC Charter

OCTOBER 2017

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# Board Charter

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**October 2017**

## PURPOSE

1. This Board Charter sets out the role, responsibilities, structure and processes of the Board of the Australian National University Australian Football Club (ANUAFC).

## ROLE AND RESPONSIBILITIES

2. The role of the Board of the ANUAFC (the Board) as outlined by the Constitution of the ANUAFC is to do all things necessary for the attainment of the ANUAFC's objects and all things incidental thereto.
3. This requires the Board to work as a team and to meet on a regular basis.
4. The key responsibilities of the Board are to:
  - a. prepare and implement an Annual Club Plan, including 5 year strategy, annual business plan, and annual budget;
  - b. manage Club finances, including collecting fees;
  - c. plan events, activities, and social functions in accordance with the goals and philosophies of ANUAFC;
  - d. organise people and resources, including sponsorship, coaching, canteen equipment and stock, uniforms, medical equipment, sports equipment and any other items it deems fit;
  - e. motivate, instruct, delegate, encourage and assist those undertaking board responsibilities. Ensure that people are clear on what is expected of them and make sure they have all the information they need to carry out the tasks;
  - f. monitor all ANUAFC activities, keeping good records and keeping everyone informed at all times.

## MANAGEMENT

5. Management of the ANUAFC's day to day operations is undertaken by the **President**.
6. The President represents the Board to club members and to ANU Sport, and communicates the Board's position.
7. The Executive Board of the ANUAFC will consist of:
  - a. the President;
  - b. a Vice President;
  - c. a Secretary;
  - d. a Treasurer/Treasurers;
  - e. a Social Chair; and

- f. a Student Engagement Officer.
- 8. The General Board shall consist of up to nine members and/or the Coaches.

## SUB-COMMITTEES

- 9. The Committee will establish Sub-Committees to consider matters of special importance.
- 10. The standing/ongoing Sub-Committees of the ANUAFC Board will include:
  - a. the Social Committee;
  - b. the Social Media/Communications Committee; and
  - c. the Sponsorship Committee.
- 11. The Board will determine the membership and composition of Sub-Committees, taking into consideration workload, skills and experience.
- 12. The Board may establish ad hoc Sub-Committees from time to time.

## BOARD MEETINGS

- 13. The Board will meet monthly, on the First Thursday of each month, for the one-year period between Annual General Meetings (AGMs).
- 14. Board members are expected to attend and participate in all Board meetings.
  - a. the Secretary will provide at least three days' notice of any meeting convened by the President.
  - b. where a member is unavailable to attend the Board meeting, written apology is required prior to the meeting date.
  - c. where a member is unavailable to attend the Board meeting, they will provide a written update to the Secretary on any relevant agenda items, if appropriate.
- 15. The President is responsible for the conduct of all Board meetings. This includes being satisfied that agendas are comprehensive, appropriate, and that recommendations and action items fit within the strategic direction of the Board and of the ANUAFC and ANU Sport. If the President is not available the President will appoint an alternative Chair for that meeting, generally the Vice President.
- 16. A quorum for a meeting of the Board is six members, including two of the Executive Board.

## BOARD STANDARDS AND MEMBERSHIP

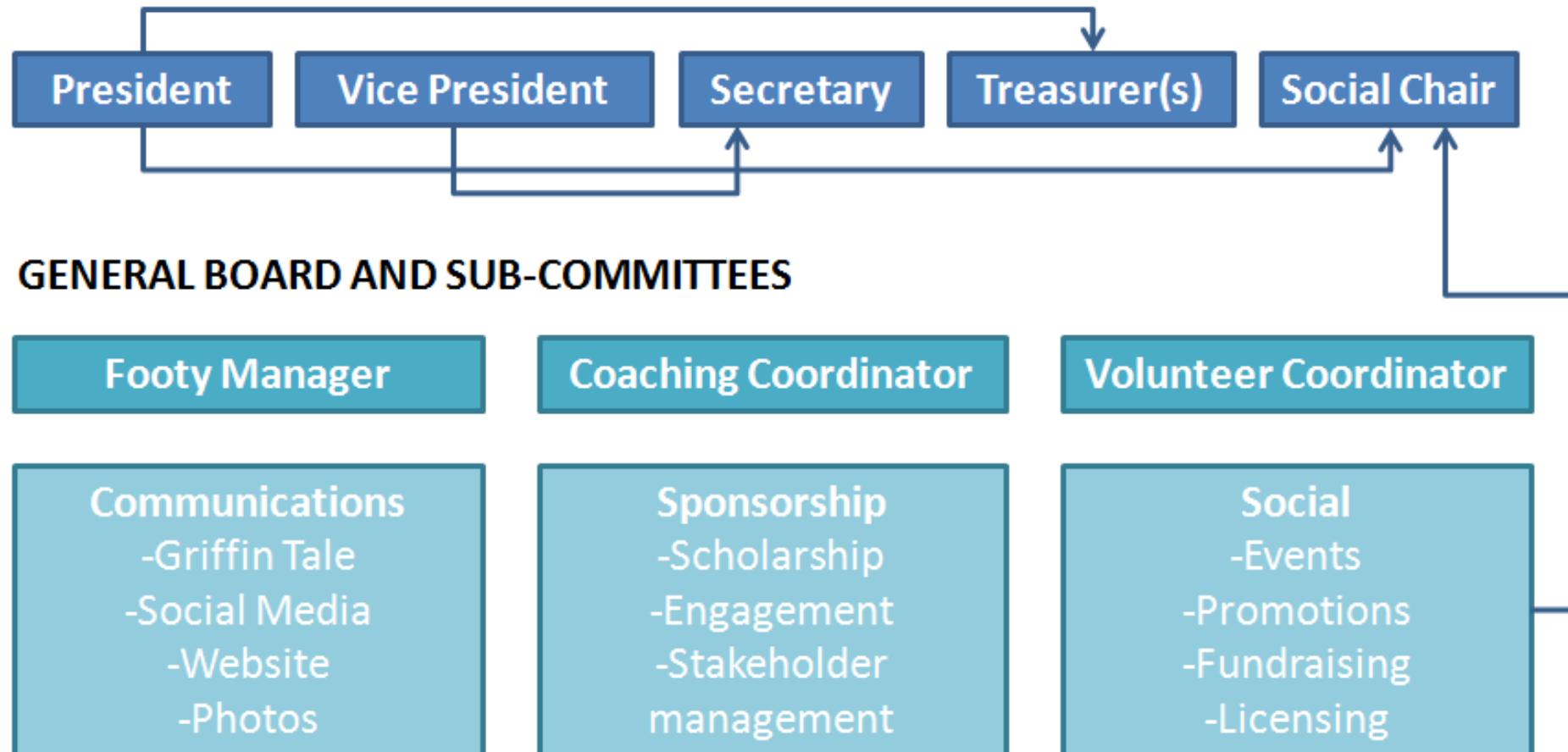
- 17. The primary governance document for the Board of the ANUAFC is the Constitution. This Charter outlines operational requirements for the Board. The Constitution is binding and must be adhered to by Board members when executing any and all duties.
- 18. As representatives of the ANUAFC, Board members are expected to observe the highest standards of ethical behaviour. Board members are role models for the club, and at all times are expected to promote the club favourably to members, potential members, sponsors and other stakeholders e.g. ANU.
- 19. Board members will be appointed for a period of one year, until the declaration of elections at the next AGM.

20. Board members will be financial members of the club and of ANU Sport.
21. Any member of the Board, subject to the direction and approval of the Executive Board, will be empowered to use the resources of the club and Board to perform any duties assigned to them by the Executive Board. The Board will work as a team to help each other.
22. A member will leave the Board:
  - a. if they cease to be a financial member of the club (except in the case of life members and other exempt persons);
  - b. if they submit resignation to the Board; or
  - c. if, in the opinion of the Board, they member is continually absent from Board meetings or duties without good reason.
23. Board members will be expected to fulfil the minimum standards and duties of their role as outlined in Appendices 1 and 2. Further duties or assistance above minimum standards will be gratefully accepted, but not enforced.
24. Board members are expected to make themselves available to all other members for general discussion and approval of Board issues. Board members should copy all other Board members on correspondence, where appropriate, to ensure that everyone is fully informed of decisions and plans.

## REVIEW OF CHARTER

25. This Board Charter will be reviewed yearly before the AGM, or, as required.

## EXECUTIVE BOARD



# Appendix 1 – Executive Board

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## PRESIDENT

The President role carries the most responsibility in the club; to make decisions keeping the needs of ANUAFC members in mind at all times when ensuring the efficient, effective and impartial running of the club.

The minimum duties of a President are outlined as follows:

- preside over the Board and chair Board meetings, using a knowledge and understanding of meeting procedures;
- oversee and co-ordinate the activities and administration of the club;
- ensure elected office bearers perform their duties as determined by the Club Constitution and adopted club position descriptions (below);
- to ensure all other tasks necessary for the running of club activities are performed by doing it themselves or delegating to others;
- have a knowledge of the Club Constitution, ensuring its compliance and preparation for any necessary changes;
- plan and co-ordinate with the Club Board a yearly program of activities for the club;
- preparation, (with the Club Treasurer / Executive), of the Annual ANU Sport Grants Application form;
- be familiar with basic budgeting and the ANU financial procedures; and
- recognise, acknowledge, and reward efforts from other volunteer club members and board members.

The specific duties which are expected of the ANUAFC President are outlined as follows:

- manage [president@anuafc.com.au](mailto:president@anuafc.com.au) email address;
- prepare and coordinate delivery of an Annual Club Plan;
- liaise with ANU Sport staff and SEO and attend regular ANU Sport meetings;
- prepare annual President's Report;
- communicate with other clubs regarding fixtures, memorials and general admin;
- ensure the Club is compliant with Community Club and ACT Government standards; and
- represent the club at league and affiliated forums, meetings and social functions.

The attributes required by a good President include:

- can communicate effectively;
- is well informed of all organisation activities;
- is aware of the future directions and plans of members;
- has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees; and
- is a supportive leader for all ANUAFC members.

## **VICE PRESIDENT**

The Vice President role is the second in command and assistant to the President of the Club. The Vice President represents the needs of members and stands in for the President in his or her absence. The Vice President role is commonly regarded as preparation for the next President. At times the Vice President will need to work with the President to help him/her understand concerns and alternative points of view within the club.

The minimum duties of a Vice President are outlined as follows:

- act as deputy chairperson at board meetings;
- assist the President in deciding which matters are dealt with by the Executive, the full Board and delegated to Boards;
- coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Board, and enacted as required;
- be an alternate signatory for the Club for legal purposes and financial purposes;
- ensure the club's activities are carried out in accordance with Club Constitution; and
- assist the President by fulfilling duties in his/her absence and fulfilling other duties requested by the membership.

The specific duties which are expected of the ANUAFC Vice President are outlined as follows:

- compliance with league Quality Club requirements;
- liaise and organise events with ANU Sport, Functions on Campus, ANU Facilities and ANU Parking Office, including risk assessments and action plans
- manage trophy order for presentation night, presentation night award votes, and club milestones (games and history);
- engage with present sponsor cohort;
- manage Board and Coaching contracts, charters and constitution including engaging ANUAFC members and Coaches on proposed changes;
- attend SRA meetings; and
- attend AFL Canberra meetings.

The attributes required by a good Vice President include:

- can communicate effectively;
- is well informed of all organisation activities;
- is aware of the future directions and plans of members;
- has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees; and
- is a supportive leader for all ANUAFC members.

## **SECRETARY**

The Secretary is responsible for the effective administration of the club. The secretary is often the first point of contact for people interested in the club who need information or details about activities. An effective secretary also helps in co-ordinating club events.

The minimum duties of a Secretary are outlined as follows:

### **Meetings**

- prepare an agenda in consultation with the President and book meeting venue;
- keep record of supporting papers required for meeting;
- take minutes including a list of attendances and apologies. Minutes include all action items, amendments, decisions and correspondence plus brief notes on discussions;
- type up and circulate minutes of each meeting to all Board members; and
- issue lists of action items to relevant parties.

### **Correspondence**

- monitor club emails daily/as needed. Inform relevant Club Board members of any correspondence needing urgent attention or action;
- circulate all relevant correspondence to President and Board; and
- arrange typing and keep copies of all outgoing electronic and non-electronic correspondence on behalf of club.

### **General**

- manage player and officials' registration in Footyweb, including doing official transfers for new players;
- keep records of minutes, agendas and action items;
- maintain, with football manager, club membership records; and
- keep calendar of club activities.

The specific duties which are expected of the ANU AFC Secretary are outlined as follows:

- maintenance of ANU AFC emailing and other contact lists;
- maintenance of [enquiries@anuafc.com.au](mailto:enquiries@anuafc.com.au) email account; and
- engagement and usage of Footyweb capabilities for communication with playing group.

The attributes required by a good Secretary include:

- organisation; task and time efficient;
- communication; word processing and telephone skills;
- understanding of office systems and procedures;
- decision making and delegation;
- management and supervision of other staff/volunteers;
- initiative
- tact and discretion;
- good understanding and knowledge of the organisation and its activities;
- reliability and trustworthiness; and
- problem solving.

## **TREASURER(S)**

Treasurers are required to manage and record all incoming and outgoing expenditure of the club accurately.

The minimum duties of a Treasurer are outlined as follows:

- to prepare, in consultation with President and board, an annual club budget to be presented to ANU Sport;
- to be aware of financial policy, and up to date with the Club Grants System;
- preparation, (with the Club President / Executive), of the Annual ANU Sport Grants Application form;
- report to the Board on the up-to-date financial status of the club;
- prepare and submit all payment requisition forms with supporting documentation on behalf of the club;
- keep accurate and up-to-date internal financial records. Issue and collect receipts for club income and expenditure; and
- to prepare Club accounts to be submitted for audit as directed by ANU Sport, and to attend the audit as required.

The specific duties which are expected of the ANUAFC Treasurer(s) are outlined as follows:

- attendance at the annual ANU Sport Club Treasurers Meeting;
- manage [treasurer@anuafc.com.au](mailto:treasurer@anuafc.com.au) email address;
- bank all club petty and canteen cash and manage payments of receipts;
- issue refunds and reimbursements as required;
- prepare Budgets and future cash flows for consideration of Executive Board;
- manage AFL Canberra affiliation and other payments;
- provide Football Manager with updates on player registration and playing gear payments;
- conduct audits of club accounts as requested by Executive Board;
- preparation of the club accounts for AGM;
- act as signatory for club accounts.

The attributes required by a good Treasurer include:

- honesty and integrity;
- good organisational skills/ time management;
- eye for detail;
- decision making;
- ability to work in a logical and orderly manner;
- ability to allocate regular time periods (e.g. weekly or monthly) to maintain the books;
- ability to keep good records; and
- awareness of procedures for handling cash, cheques and other financial transactions.

## **SOCIAL CHAIR**

The Social Chair is the Executive Board liaison responsible for the planning, implementation and execution of a club social calendar via the Social Committee. The Social Chair will attend board meetings where required on behalf of the Social Committee.

The specific duties which are expected of the Social Committee are outlined as follows:

- organising standing club events as follows:
  - Season launch
  - 4Ps
  - Mad Monday
  - Presentation night
  - Christmas event
- organising other club events such as:
  - Grand Final weekend
  - Footy trip
  - Interstate trips or games
  - Other social events on triple header game days
- renewing liquor licensing and Good Sports accreditation
- promoting social events amongst playing group, coaches and sponsors with the help of the Media and Communications Officer;
- create and oversee innovative fundraising ideas;
- collecting entry payments and organising reservations;
- room hire and set-up;
- liaising with canteen to ensure that food and beverages are stocked;
- organising rosters for volunteers at social events, including participating to run activities;
- liaising with suppliers for social events/equipment hire as required;
- appointing additional support from the board or club membership where required; and
- being a conduit between the playing group and the board, to ensure that events are enjoyable, safe, supported and well-attended.

The attributes of a good Social Board include:

- ability to organise and delegate tasks;
- understanding of budget compliance;
- understanding of club liquor and licensing requirements;
- communicate effectively and possess good interpersonal skills;
- organisation and attention to detail;
- creativity; and
- good attendance at social events.

# Appendix 2 – General Board

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## FOOTBALL MANAGER

The Football Manager is responsible for ensuring the successful management of the club's registrations, uniforms, ground bookings, facilities and welfare. **This role reports only to the board when required or for financial approval to purchase goods and is otherwise directed by the Senior Coach and President.**

The specific duties which are expected of the ANUAFC Football Manager are outlined as follows:

- order playing gear, equipment and medical kit supplies;
- manage yearly stocktake of jerseys and available numbers in order to accurately order and sell gear;
- work with Treasurer(s) to promote and confirm players registering SRA numbers;
- organise practice matches;
- organise alternative training venues for extended periods when South Oval is closed;
- distribute communications to players about club registrations and fees;
- packing med kits during the week for weekend games;
- ensure coaches are apprised of administrative matters such as JLT Ground Inspections for insurance purposes;
- collect and administer Best and Fairest votes throughout the season
- maintenance of the ANU South storeroom; and
- maintenance of the record of number allocations.

The attributes required by a good Football Manager include:

- well organised and have a great attention to detail;
- aware of the requirements in relation to field set-up and dimensions, competitions requirements and safety protocols;
- able to resolve issues in a logical and systematic manner, and always value participants' safety;
- able to organise and delegate tasks;
- understanding of budget compliance;
- able to maintain confidentiality on relevant matters; and
- a good communicator able to liaise easily with team management and players.

## **COACHING COORDINATOR**

The Coaching Coordinator is principally responsible for assisting the coaching team in executing their responsibilities by providing administrative and strategic support. The Coaching Coordinator acts as a liaison between the Board and the coaching team; representing the coaches and their specific interests at Board meetings.

The specific duties which are expected of the Coaching Coordinator are outlined as follows:

- coordinate the management of shared issues across the coaching team;
- work with the Board on medium-term planning for coaching requirements;
- provide reports to the coaches/Board on key performance indicators;
- assist with the development of all coaches where appropriate;
- facilitate feedback from players to the coaches/Board as required;
- work as a representative of the Board (as directed by the Board) for interactions with AFL Canberra on coaching related matters;
- execution of the clubs policies regarding player selection and injury management;
- ensure adherence to AFL Canberra by-laws and manage player eligibility for finals; and
- be an additional general resource for coaches in terms formulating and executing their responsibilities as coaches

The attributes required by a good Coaching Coordinator include:

- effective communication and good interpersonal skills;
- knowledge of the club and its procedures;
- knowledge of AFL Canberra by-laws, protocols, systems and governance;
- knowledge of AFL, including of rules, tactics, history;
- some knowledge of coaching;
- positive and enthusiastic; and
- well organised.

## **VOLUNTEER COORDINATOR**

The Volunteer Coordinator is principally responsible for recruiting and managing volunteers throughout the season, especially for the management of the canteen. The Volunteer Coordinator manages the appointment of volunteers to a specific role and their relationship with those they come into contact with, including employees and service users. They also monitor and evaluate volunteers, provide conflict resolution and nominate worthy candidates for awards or special recognition.

The specific duties which are expected of the Volunteer Coordinator are outlined as follows:

- management of the weekly stocking of the canteen, including food, alcohol, preparing cash float (with Treasurers) and preparing EFTPOS system;
- assessing the volunteer needs for the club for special events, game-day requirements (including umpiring) and the canteen through a jumper number ballot system;
- assisting to recruit and recommend the appointment of volunteers to roles that suit them;
- organising the orientation and the induction of volunteers;
- working with the Social Board to organise volunteer rosters and maintain records;
- ensuring that volunteers are reimbursed for their approved out-of-pocket expenses;
- ensuring all volunteers are recognised for their efforts; and
- working with the Vice President to assess the Board Charter as appropriate, to reflect the volunteer needs of the club.

The attributes required by a good Volunteer Coordinator include:

- effective communication and good interpersonal skills;
- knowledge of the club and its procedures;
- positive and enthusiastic; and
- well organised.

## **SPONSORSHIP OFFICER(S)**

A Sponsorship Officer works with the President and Treasurer to identify sponsorship needs, source appropriate sponsors, and explore avenues to raise corporate revenue for the club. The Sponsorship Officer is responsible for developing and maintaining positive relationships with sponsors and advertisers for the club, including managing expectations and coming up with innovative ways to enhance the relationship.

The specific duties which are expected of the ANUAFC Sponsorship manager are outlined as follows:

- regularly liaise with and manage current sponsors and sponsor expectations, including functions and events;;
- source promotional content from sponsors to feed into news and media with support of the Media and Communications Officer(s);
- prepare and distribute sponsor invoices with the support of the Treasurer(s);
- review and update club 5-year sponsorship plan and manage sponsorship tiers accordingly
- solicit businesses and other organisations to sponsor club, including by engaging with current playing group and persons outside the club;
- create grant and sponsorship proposals for prospects;
- arrange meetings with interested sponsor prospects; and
- coordinate advertising materials and events for sponsors.

The attributes required by a good Sponsorship Officer include:

- strong written and verbal communication skills;
- professional and persuasive business manner;
- values aligned with the club;
- high level of attention to detail; and
- strong organisational skills.

## MEDIA AND COMMUNICATIONS/SOCIAL MEDIA OFFICER(S)

The Media and Communications Officer handles media issues on behalf of the club. They are the link between the board and the broader membership of the club, as well as between the club and the outside world as far as information and communication is concerned. The Media and Communications Officer must ensure that the club has a good name and reputation, including via website, publication, social and other media to promote the club.

The specific duties which are expected of the ANU AFC Media and Communication Officer are outlined as follows:

- managing the ANU\_Griffins Twitter account, the ANU AFC public Facebook page, the ANU AFC website ([www.anuafc.com.au](http://www.anuafc.com.au)) and administrating the ANU Griffins Facebook group;
- editing Griffin Tale, including developing roster, pursuing write-ups and producing content, then distributing weekly;
- writing media releases on behalf of the club and uploading them to [www.anuafc.com.au](http://www.anuafc.com.au) and club Facebook page;
- taking photos on game-day and at other events and uploading to Facebook;
- filming promotional videos;
- drafting and designing messages and announcements for the media/AFL Canberra;
- supervising advertisements and their placement on behalf of the club;
- developing strategies to increase the fan base on sites such as Facebook, Twitter, and YouTube;
- building a following online; and
- increasing audience participation.

The attributes required by a good Media and Communications Officer include:

- strong oral and written communication skills;
- proactive and strong initiative;
- attention to detail
- good networking and interpersonal skills;
- knowledge of the ANU AFC and its history/values; and
- able to meet strict deadlines, highly organised and able to multitask.

## SOCIAL COMMITTEE

The Social Committee is responsible for the planning, implementation and execution of a club social calendar that incorporates the needs of all club members, including fundraising. **The Social Committee operates autonomously under the guidance of the Social Chair, Executive Board and reports only to the board when required or for financial approval to purchase goods.**

The specific duties which are expected of the Social Committee are outlined as follows:

- organising standing club events as follows:
  - Season launch
  - 4Ps
  - Mad Monday
  - Presentation night
  - Christmas event
- organising other club events such as:
  - Grand Final weekend
  - Footy trip
  - Interstate trips or games
  - Other social events on triple header game days
- promoting social events amongst playing group, coaches and sponsors with the help of the Media and Communications Officer;
- renewing liquor licensing and Good Sports accreditation
- create and oversee innovative fundraising ideas;
- collecting entry payments and organising reservations;
- room hire and set-up;
- liaising with canteen to ensure that food and beverages are stocked;
- organising rosters for volunteers at social events, including participating to run activities;
- liaising with suppliers for social events/equipment hire as required;
- appointing additional support from the board or club membership where required; and
- being a conduit between the playing group and the board, to ensure that events are enjoyable, safe, supported and well-attended.

The attributes of a good Social Committee include:

- ability to organise and delegate tasks;
- understanding of budget compliance;
- understanding of club liquor and licensing requirements;
- communicate effectively and possess good interpersonal skills;
- organisation and attention to detail;
- creativity; and
- good attendance at social events.

## **STUDENT ENGAGEMENT OFFICER**

The Student Engagement Officer (SEO) is responsible for attracting and retaining new and returning ANU students to the club and engaging both student and non-student members with the activities the club provides. The SEO can also act as a conduit between the Club and ANU Sport. The position must be filled by a current ANU Student.

The minimum duties of an SEO are outlined as follows:

- develop, with the Board, activities and initiatives to attract new ANU students to the club;
- develop, with the Board, activities and initiatives to retain ANU student members in the club;
- be responsive to queries and ideas from ANU students. A point of contact for all student members;
- maintain contact with student members throughout the year;
- report to the Board on any grievances and ideas from students in the club; and
- prepare reports and meet with ANU Sport's Sport Development Coordinator and other club SEOs.

The specific duties which are expected of the ANUAFC SEO are outlined as follows:

- liaison, organisation and participation in Intervarsity AFL competitions;
- assisting with Market day and other student recruitment activity; and
- organisation of on-campus AFL 9s competition

The attributes required by a good SEO include:

- preferably a member or past member of a residential hall at ANU;
- able to work autonomously and adhere to time guidelines;
- able to allocate time during business hours;
- demonstrate a genuine enthusiasm to promote and encourage new participants, particularly new players;
- knowledge of marketing and promotion; and
- excellent people skills.

## Attachment B – Logo

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