



# CARDIFF DRAGONS FC

## CPD DREIGIAU CAERDYDD

### COMMITTEE ROLES AND RESPONSIBILITIES

#### Chairperson

The role of the Chairperson is to oversee the general running of the Club, in keeping with the aims and objectives set out above. They shall manage the Committee, act as chair at Committee meetings, the AGM and EGM as necessary, and ensure that the Club operates smoothly through directing Committee members. The Chairperson is not entitled to a vote at the AGM or EGM, unless votes are tied whereby the Chairperson holds the casting vote. The Chairperson will also be required to take a semi-organisational role, including, but not limited to, developing a strategy (in line with the Body of Members' vision), writing or delegating responsibility for writing appropriate policy and procedure documents, coordinating the club Annual Report, and setting targets and goals for Committee members. They will also be responsible for ensuring sustainability.

#### Football Manager

The role of the Football Manager will be to oversee the club's football affairs, in keeping with the objectives set out above. They will be responsible for taking training sessions, choosing team Captains, ensuring the team are aware of the Laws of the Game, set out by FIFA and adopted by the FAW, maintaining a fixture list and Club selection for matches. They will also be responsible for ensuring players follow the Code of Conduct, set out by the Club. The Football Manager will ensure records of training sessions and matches are kept in line with Club policy, and produce reports on football affairs when requested by the Chairperson, and will perform the role of official player representative to the Committee. The Football Manager will select his or her own assistants and line manage them accordingly.

#### Secretary

The role of the Secretary is to ensure the smooth running of all administrative duties. This includes maintaining a membership database, calling the AGM and EGM as necessary, communications between supporters, players and the Committee, minutes during meetings and other administrative matters. The Secretary will line manage the Press and Marketing Officer and the Welfare Officer and Social Secretary.

#### Treasurer

This includes collecting subscriptions, developing a financial strategy, receipts for expenditure, and keeping full records of all financial dealing in the Club Ledger. At the end of the season, they will be responsible for preparing and submitting the Club statement of accounts to the AGM. The Treasurer is also the only required co-signatory on the club chequebook; no cheques can be signed without the Treasurer as co-signatory. The Treasurer will line-manage the Finance and Fundraising Secretary.

#### Press and Marketing Officer

The Press and Marketing Officer will be responsible for the maintenance of the website, including keeping it up to date with new information, as well as encouraging it's use by training members how to use it, development and issue of press releases, the production of flyers and other promotional materials, the production of posters and display material, and helping to promote official Club events. The Press and Marketing officer will also develop new links within the community to further develop the Club's reach.

#### Welfare Officer

The Welfare Officer will have the responsibility to offer advice and support to people who have an issue relating to their membership (for example, disputes, complaints, and suggestions). The post will also involve signposting members to specialist services if they have an issue of a personal nature (for example, counselling, mental health services, alcohol & drug support, and LGBT services). In addition to practical advice and support the role will also involve liaising with other teams at match days to ensure that they are satisfied with our member's behaviour, and any issues are dealt with in a timely manner. This will ensure that good relationships between the teams are formed. The post holder will also be expected to actively seek ways of ensuring harmony amongst members (for example, defusing contentious issues and/or disputes, amongst the membership). This may involve intervention and managing crisis situations. The post will also require the Welfare secretary to be responsible for taking an active role in disciplinary policies and procedures. Finally the post holder will need to ensure the memberships health and well being are cared for (for example, managing risk where possible, and maintaining the first aid equipment).

#### Finance and Fundraising Officer

This role will be responsible for sourcing sponsorship and funding for the Club outside that already secured by the Chairperson and General Manager, organising and coordinating fundraising events with key partners, and assisting the Treasurer with the administrative side of their duties.

#### Social Secretary

The Social Secretary will be responsible for the creation of and management of official Club events, to promote the Club's social aspect. This does not include Club Fundraisers. The Social Secretary will also ensure that social events are varied and inclusive to ensure that the social needs of all members are catered for and is to make guest teams feel welcome at home games, during and after matches.