

JOB DESCRIPTION – GENERAL COMMITTEE

The General Committee of Matamata Swifts AFC is responsible to all members for the club's management.

Responsible To

General Committee members are elected at the Annual General Meeting by the financial members of Matamata Swifts AFC and are directly responsible to the President and the members of Matamata Swifts AFC.

Responsibilities and Duties

General Committee members should:

- Ensure the club is efficiently organised to carry out the aims of its constitution, and to carry out the instructions given to it by members in general meetings.
- Give the members adequate information about the committee's actions so that these actions can be understood.
- Ensure that the office-bearers perform their functions adequately.
- Ensure that any sub-committees or employees of the club carry out their functions as instructed. The club's sub-committees, as listed in the constitution, are:
 - Emergency.
 - Grounds.
 - Social.
 - Sponsorship.
 - Finance.
 - Coaching.
 - Publicity.
 - Judicial.
 - Clubrooms.
 - Such other committees as may be required.
- Obtain information about previous policies and initiatives of the club to ensure they are successfully continued.
- Ensure forward planning, through the preparation of a development or annual plan. This plan provides the basis for setting and working towards goals, establishing priorities, assessing the financial and manpower implications of what it wants to do, and for regularly reviewing its progress.
- Reinforce Matamata Swifts AFC's core purpose and values in their practice.

Knowledge and Skills Required

Ideally General Committee members are people who:

- Can communicate effectively.
- Are well informed of all organisation activities.

- Are aware of the future directions and plans of members.
- Can maintain confidentiality on relevant matters.
- Have a good working knowledge of the constitution.

Period of Appointment

General Committee members are appointed for a term of one year.