



LCYFC Club Committee Roles

Increasing Committee Support in 2024-25



2023-24 Season



Targeted Committee for 2024-25





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CHAIRPERSON – (10-15 - Hours Per Month). Incumbent - Mark

The role of a chairperson is to oversee the overall running of the club and ensure that it runs efficiently and managed appropriately. They will organise club meetings and provide leadership in all areas. They are the primary contact for Stanbridge and Tilsworth Community Hall as our Home ground, and with Brooklands Social Club for Annual Social events too.

With the support of the committee, they are the ultimate decision maker on all areas including Funding, Fees, Sponsorship, Discipline, Development, Club Structure and more..

VICE-CHAIRPERSON – (10-15 Hours Per Month) Acting – Steve T

The role of a Vice- chairperson is to assist the Chairperson with the overall running of the club and ensure that it runs efficiently and managed appropriately. They will deputise for the Chairperson when they are unavailable and share the workload. They will assist organising club meetings and provide leadership in all areas.



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TREASURER – (3-5 Hrs/ Mnth, busiest Aug-Nov) Incumbent: Kathy

The treasurer's role will be to ensure that the club stays financially sustainable, paying all expenses, collecting any monies owed and keeping a record of the accounts. The treasurer will oversee additional funds, such as grants or sponsorship. Informs Chairman and committee on overall finances, and proposes key Financial actions such as Annual Fees, Sponsorship levels, procurement, investment etc

ASSISTANT TREASURER – (2-3 Hours Per Month) – NEW!

Will Report to the treasurer and will assist with all main treasurer roles, to help relieve the stress being all on one person, The Assistant treasurer's role will be to assist the club stays financially sustainable, Assisting paying all expenses, collecting any monies owed and keeping a record of the accounts. The Assistant treasurer will also be tasked with obtaining additional funds, such as grants or sponsorship.



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SECRETARY – (3 – 5 Hours Per Month) Encumber – John G

The Secretary is one of the most important roles in a club. The main point of contact for the FA, team managers, clubs and leagues, the Secretary will look after the administrative duties for the club or league. At present the role includes the following

PLAYER REGISTRATION – (10 hrs at start of season, 1-2 hours during season)

Oversee registration of players to the leagues will sign on all the players for their teams to ensure that players are able to play. They will then sanction the registrations.

League MKDDL / Beds Youth Saturday League – (_2-3__Hours Per Month)

Point of contact for the designated league, they will attend some league meetings and report changes and issues back into the club for circulation.



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WELFARE OFFICER–(3-5 Hours / Month) Encumbent: Caroline

The club welfare officer will ensure that the club operates in a safe, child friendly environment and promotes good practice in line with the relevant Child Protection Policy. This will involve reporting in and out of the FA with information and safeguarding related concerns. May need to attend some meetings.

ASSITANT WELFARE OFFICER – (2-3 Hours Per Month) – NEW!

The Assistant club welfare officer will support the welfare officer to ensure that the club operates in a safe, child friendly environment and promotes good practice in line with the relevant Child Protection Policy. This will involve reporting in and out of the FA with information and safeguarding related concerns. May need to attend some meetings.



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SECRETARY-FIXTURES & FACILITIES-(4-5 Hours / Month). Encumbent - Steve

A club fixtures secretary will be responsible for organising pitches for home games, liaising with managers and S&T, and ensuring that the club's teams can play all their games. The league fixtures secretary organises fixtures for the teams in the league. In addition to allocating pitch times for home games, the fixtures secretary also allocates available referees when possible. Also responsible to oversee Training arrangements, and liase with VanDyke upper school on scheduled usage.

MEDIA OFFICER – (3-5 Hours Per Month) – Encumbent - Neil

The role of the Media Officer is to raise the profile of the club within in the local community; Manage and oversee social media, design adverts for new players, and arrange for engagement with schools to promote the club and teams. Consider ideas such as a monthly or quarter newsletter or magazine which could display leagues and follow team's progress. Liaise with local news to promote the club.



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Procurement and Funding – (3-5 Hours Per Month, Busier in July-August) (Covered by Mark at present) : Ensures that all needed equipment is sourced and purchased for the club under the guidance of the committee and approval of the treasurer. From Kits and Training kits, to balls, first Aid, training equipment, Goals and everything else. In addition research and identify potential funding opportunities in terms of Sponsorship, Funding, Grants etc

Future Roles Post 24-25 Season

FOOTBALL DEVELOPMENT OFFICER
CHARTERED STANDARD OFFICER