



YERONGA JUNIOR AUSTRALIAN FOOTBALL CLUB INC

Incorporation Number IA17566
ABN 49 610 457 015

CLUBHOUSE & GROUNDS
Leyshon Park
1 Cansdale Street, Yeronga 4104
Post: PO Box 6461, Fairfield, 4103
Email : yerongajuniors@aflq.com.au
Web : yerongajuniors.aflq.com.au

GOVERNANCE POLICY

Policy

The Yeronga Junior Australian Football Club Management Committee (YJAFC-MC) recognise the importance and value of good governance, which establishes a framework of clear objectives, responsibilities and accountability for club management and provides policies and procedures for the YJAFC-MC to carry out their duties within.

The role of the Management Committee

The most basic function of the Club's management committee is to ensure that the objectives of the Club, as set out in the club's constitution and Mission Statement, are pursued. Its governance role includes not only achieving optimal performance with efficient and effective processes and policies but compliance with its controlling body and legal requirements.

The legal responsibilities include a duty to act in good faith in the best interests of the club, with due care and diligence and to avoid conflicts of interest.

The Committee's major roles include:

- Conduct of regular structured meetings
- Review and approval of major decisions, expenditure and strategic direction
- Evaluation of progress towards the club's goals;
- Committee effectiveness
- Protecting the club's assets
- Communication with, and involvement of all of the club's members.
- Enhancement of the club's public image within the local community.
- Ensure all Club policies and guidelines are reviewed and amended where required, prior to each season.

The structure of the YJAFC-MC will vary and will reflect the club's needs. . its membership should aim to include competencies to deal with the issues that will arise. Committee members are expected to attend all meetings and to question and make suggestions about the club's running. They cannot avoid responsibility by non-attendance at meetings and and/or not reading agenda papers. All decisions made shall be made in the best interests of the club and not an individual or select group of players.

The President heads the YJAFC-MC which is the ultimate decision making body of the club.

His/her responsibilities include:

- Representing the club;
- Ensuring committee members are aware of the activities of the club and receive a proper orientation of their roles & responsibilities;
- Setting the agenda for, and managing meetings;
- Ensuring papers and reports are received in sufficient time to be read and considered by committee members;
- The existence of proper reporting procedures that facilitates evaluation and accountability;
- Compliance with the Association's rules and regulations.



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Brief Management Committee Job Descriptions

President:

- Ultimately Accountable for the running of the Club.
- Chairs Club Meetings.
- Sponsor Liaison (current & potential sponsors)
- Signatory on the Bank Account
- Escalation Point for Team Issues
- Liaise with the Association (Controlling Body)
- Attend association meetings.

Vice President:

- Assumes President's Responsibilities when unavailable
- Escalation Point for Team Issues and non-executive issues
- Signatory on the Bank Account
- Attend Association meetings when president is absent
- Attend committee meetings

Secretary:

- É All in-bound and out-bound correspondence
- É Primary point of contact for the Association
- É Minutes Club Meetings
- É Attend to the business of the Club
- É Advise the association of any ground closures or competition draw changes
- É Attend club committee meetings
- É Responsible for coordinating the AGM
- É Responsible for Booking Venue for Club Functions.

Treasurer:

- É Payment of expenses
- É Banking of receivables
- É Prepare financial records for yearly auditing
- É Raises Invoices & Issues Statements where necessary
- É Monthly Reporting of Financial Position
- É Signatory on the Bank Account
- É Attend committee meetings
- É Responsible for reconciling Petty Cash
- É Responsible for reconciling Fundraising takings

Registrar:

- Primary contact for all registration enquiries
- Responsible for Advertising Registration
- Responsible for coordinating helpers for Registration Day
- Responsible for completion of Registration Paperwork & delivery to the Association
- Responsible for ensuring all fees are collected for registrations
- Responsible for updating YJAFC-MC of status of any outstanding fees at the monthly meeting
- Attend committee meetings (Monthly)