



West Auckland Association Football Club

Football Chairperson Role Description

The Football Chairperson is a voluntary position that supports the Chairperson with the administration, policy and management of the club. The Football Chairperson is the principle leader of the football activities of West Auckland AFC (WAAFC).

Responsible to	Executive Committee Participants West Auckland AFC
Responsibilities & Duties	<ul style="list-style-type: none">• Manage Football Committee meetings.• Recommend football activities to the Executive Committee based on the desire of the club membership.• Provide and manage all football activities including regular leagues, summer programmes and tournaments• Report to the Executive Committee about football related activities.• Ensure club policies as they relate to football are current and adhered to.• Represent the club/group as required at local, regional and national levels.• In conjunction with the Club Captain manage the football disciplinary process as required and ensure required documentation is completed• In conjunction with the Club Captain provide guidance and support for all age group delegates, coaches and managers for the club• Assess and provide coach development opportunities as required and they become available• Be available for all members as required.• Following all aspects of the WAAFC Code of Conduct and any other club policies as they relate.• Meet all the WAAFC reporting requirements as they become due or are requested.• Evaluate personal performance annually reporting to Executive Committee and club participants and ensure succession of own position if applicable.• Review own position description to ensure accuracy and submit potential changes to the Executive Committee.
Knowledge & Skills Desired (Support and training opportunities are available)	<ul style="list-style-type: none">• 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.• Is a supportive leader for all organisations members.
Estimated Time Commitment Required	The estimated time commitment required for the role is 1 – 2 hours over 2 days per week for the duration of the season.
Period of Appointment	Period of appointment 12 months.