



POLICY AND PROCEDURES OFFICER

Goal Statement:

The Policy and Procedures Officer oversees the Club is compliant with sporting bodies standards to ensure optimal enjoyment and success for its members.

Objectives:

- Ensure compliance with all Government, AFL, NFNL and Club Standards
 - Government = Constitution working with children, liquor and food licences
 - AFL / NFL = Football Rules
 - Club = Club policies and procedures, club accreditation
- Provide support to the President of the Club
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

Responsibilities:

- Identify and develop changes to the Club's policies and procedures in collaboration with the committee and other stakeholders
- Maintain an up to date copy of the rules and by-laws of the Club
- Be familiar with the rules of the Club, Leagues, Football Victoria, AFL and any other body that has governance to give advice to the President and Committee as required
- Provide a report on portfolio operations at the monthly general committee meetings
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify any opportunities to further grow the DCWFC and its members into the future
- Provide feedback to the Committee at the end of season on improvement opportunities

Relationships:

- This position will liaise with associated stakeholders, including but not limited to AFL, VFL, NFNL and Nillumbik Council
- This position will liaise with and have regular communication with committee members

Qualifications:

- Working With Children's Check

Accountability:

- The Policy and Procedures Officer is accountable to the Club President and general committee

Committee Member Name: _____

Committee Member Signature: _____ Date: _____