



# ST JOHNS EAGLES J.R.L.F.C. INC



Fady Ghanem  
**Treasurer**

Nasr Mattar  
**PRESIDENT**

Andrew Sedrak  
**Secretary**

ABN: 25 003 867 168

## Executive Committee Positions - Application Form

**I wish to apply for Following position for the 2018 season.**

(Please cross (X) the appropriate box)

|                     |  |                             |  |
|---------------------|--|-----------------------------|--|
| President           |  | Vic President – Social      |  |
| Secretary           |  | Vic President – Sponsorship |  |
| Assistant Secretary |  | Vic President – Marketing   |  |
| Treasurer           |  | Vic President – Coaching    |  |

*To apply you must have been a financial member of the club for 2 years*

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_ Place of Birth: \_\_\_\_\_

WWC Number: \_\_\_\_\_

Phone(h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

Email address: \_\_\_\_\_

St Johns history :( How long and What have you done at St Johns):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

All Correspondence To: PO Box 7054, MOUNT LEWIS NSW 2190

Email: [andrew.sedrak@totgroup.com.au](mailto:andrew.sedrak@totgroup.com.au)

Mb: 0400533544



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I advise the following contacts for reference purposes in relation to my previous experience:

Name \_\_\_\_\_ Contact number: \_\_\_\_\_

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

In applying for this executive position, I understand that my first responsibility is to St Johns Eagles JRLFC INC. All that I do will be in the best interests of the club. I will undertake to perform all duties required both professionally and conscientiously at all times. I am aware of these duties for the position in which I have applied and understand the commitment required to perform these duties.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All applications must be received by 5.00pm 7 days prior to the AGM .*

***Next page outlines the objectives of each committee role.***

***Full Role Descriptions are available on the St Johns website;***

***[www.stjohnseagles.com.au](http://www.stjohnseagles.com.au)***

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## **President**

- ✘ To provide strong, efficient and effective leadership for the Club.
- ✘ To ensure the Club promotes the participation and achievement of the football teams at the highest level and that all members are given the highest level of coaching and competition to promote their development within the Club.
- ✘ Ensure the Club is run efficiently administratively, financially and socially to support the on field activities.
- ✘ To provide support to the Executive Committee members to ensure the efficient operation of the Club.
- ✘ To provide a safe and enjoyable recreational environment for all Club members and ensure all football activities are played in a competitive and fair spirit.

## **Secretary**

- ✘ To ensure that appropriate administrative support is provided to the Executive Committee.
- ✘ To manage the administrative function of the club.
- ✘ St Johns representative to the Junior League and external governing bodies.
- ✘ Link between St Johns community and the Executive Committee
- ✘ To provide support to the Executive members to ensure the efficient operation of the Club.

## **Assistant secretary**

- ✘ To provide assistance to the Secretary in all aspects of the role
- ✘ To provide support to the Executive members to ensure the efficient operation of the Club.

## **Treasurer**

- ✘ To ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times.
- ✘ To provide support to the Executive Committee members to ensure the efficient operation of St Johns JRLFC.

## **Vic President – Football Co-ordinator**

- ✘ To coordinate, educate and develop all coaches at training and on match days
- ✘ Ensure a fair and transparent player selection process throughout the club
- ✘ To provide support to the Executive Committee members to ensure the efficient operation of the Club

## **Vic President – Social**

- ✘ To establish a broad social calendar for the season and end of season
- ✘ To provide a range of appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community and the enjoyment of all St Johns members.
- ✘ To provide support to the Executive and Committee members to ensure the efficient operation of the Club

## **Vic President – Sponsorship**

- ✘ To maximise the number of sponsors supporting the Club and to maximise revenue from the sponsorship base.
- ✘ To manage the relationship between the Club and sponsors to ensure that all sponsors are serviced to a high level and are retained on a long-term basis.
- ✘ To provide support to the Executive Committee members to ensure the efficient management of Club sponsorship activities.

## **Vic President – Marketing**

- ✘ To promote and market the club in a positive light at all times
- ✘ Raise awareness of the St Johns Brand externally
- ✘ To find opportunities to market the brand in a positive manner internally
- ✘ To provide support to the Executive Committee members to ensure the efficient operation of the Club

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