



ST JOHN'S EAGLES J.R.L.F.C. INC

Rob Bakhos
Treasurer

Mob: 0419 994 600

Joe Farah
PRESIDENT

Mob: 0410 653 475

ABN: 25 003 867 168

Michael Shannon
Secretary

Mob: 0419 036 607



Executive Committee Positions - Application Form

I wish to apply for the following position for the 2016 season.

(Please cross (X) the appropriate box)

President		Vice President – Social	
Secretary		Vice President – Sponsorship	
Assistant Secretary		Vice President - Marketing	
Treasurer		Vice President – Football	

Surname: _____ First Name: _____ Middle Name: _____

Address: _____ Date of Birth: _____

_____ Place of Birth: _____

Phone (h) _____ (w) _____ (m) _____

Email address: _____

Previous Experience: _____

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 (over page, and initial) and understand the commitment required to perform these duties. I am willing to have a working with children check done.

Signature: _____ Date: _____

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

[All Correspondence To: PO Box 336 Punchbowl NSW 2196](mailto:joe.farah@stjohnseagles.com.au)
[Email: joe.farah@stjohnseagles.com.au](mailto:joe.farah@stjohnseagles.com.au)
www.stjohnseagles.com.au



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General Responsibilities of the Executive committee:

- Attend all meetings
- Attend and help at all home games
- Attend and help at all social, fundraising, presentation events.
- Perform your role as per the job description
- Act as role model
- Do not make any major decisions without the consent of the executive committee.

President:

- oversee all executive members
- chair all meetings
- represent the club at functions

Secretary:

- Check postal box and pass any bills to the treasurer
- Liaise with the junior league on all matter
- Liaise with each team on club matters

Assistant secretary:

- Take meeting minutes which are to be read at the next meeting
- Assist the secretary in any area they see fit

Treasurer:

- Pay all bills, maintain the club finances in a professional way, and up to date
- Collect all money and cheques received and bank them
- Ensure that adequate float is available for the canteen
- Calculate all monies received and expenses paid after a function and inform committee and relevant members of profit figure.
- Keep copies of all bills paid, invoices, bank statements for audit purposes.
- Keep track of bank balances and report at the beginning of every committee meeting.
- Prepare annual statement at the end of October listing revenue, expenses and profit for the year from November 1 to October 31 and have it professionally audited.

Vice President – Social:

- Head a committee that reports to the executive committee that looks after all social events

Vice President – Sponsorship:

- organize sponsors packages
- liaise with sponsors

Vice President – Marketing:

- control all advertising
- organize the WED, WED annual and end of year video, web site

Vice President – Football:

- oversee club coaching and training systems and manage the coaching coordinators