



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 2019 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

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 .

The following are some of the responsibilities of the Executive committee.

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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 major 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
- Create and email the executive agenda and minutes
- Assist the secretary in any area they see fit

Treasurer

- Pay all bills
- Keep the book in a professional way , and up to date
- Collect all money and cheques received 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 and all other relevant information 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.

Vic President – Coaching

- The Coaching Coordinator is responsible for the management of the Club's coaching program and promoting the value of coaching within the Club
- Maintain a register of the Club's Coaches and their accreditation, qualification and experience
- Ensure that there are enough Coaches for the Club's requirement

Vic President – Social

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

Vic President – Sponsorship

- organize sponsors packages
- liaise with sponsors
- Organize gear

Vic President – Marketing

- control all advertising, web site, facebook, Instagram and all club social media
- -organize the WED annual
- Look after the club video equipment and organize and promote the recording of games
- Organize the end of year Video

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