

## DIRECTOR: Football Operations & Budget Oversight

### POSITION DESCRIPTION 2021

1. Oversee **football operations** including budgeting for player payments, Coaches and football expenses and player and Coaches recruiting.
2. Review **Coaches** performance in conjunction with the President.
3. Be responsible in conjunction with the Treasurer to establish the Club **Budget**.
4. Attend Committee meetings as required.
5. To be available to perform the duties of a member of the Committee **Executive** to assist with administrative decisions between Committee meetings in particular.
6. To act as a **signatory on the Club's bank account** and to approve bank payments in accordance with the Club's payment policy of 2 authorising signatures on every Treasurer's request for payment.
7. In conjunction with the President, act as the direct report of the Football Director & the Football Operations Manager.
8. Take responsibility for identifying the most appropriate available **digital score boards** for the ovals in conjunction with Director Infrastructure and the other Reserve tenants.
9. To establish and oversee in conjunction with the President, a program to engage and promote **Club Life Members**.
10. **Mentor** the President as required and provide feedback to the President on how that role may be better performed.

11. Allocate the **Holmes Mock Shaw scholarship** annually.

12. Be available for Special Projects as required.