



Roles, Responsibilities and Delegation

This document outlines the requirements of each office bearer's role within the committee. It is considered flexible and the delegation of tasks may take precedence. This document should be referred to when delegating or seeking clarification of tasks as well as when a position is newly changed or filled.

Expectations

It is expected that members will have:

- an understanding of the structure of the committee and their position, role and responsibilities within it.
- sufficient time to undertake the tasks and activities associated with the role
- capacity to communicate, delegate and work within the team
- willingness to declare any real or perceived conflicts of interest with their role

It is the responsibility of all committee members to maintain discretion and confidentiality on the strategy, operations, and discussions within the FSAA. This includes also ensuring documents are not shared outside of the group without the explicit approval of the Chairperson.

To manage tasks, the FSAA committee maintains a Task Log to ensure all tasks are recorded and assigned to committee members with appropriate timelines. These smaller tasks make up the bigger picture of ensuring goals and objectives outlined in the FSAA strategic plan are met. Committee members may be required to report on those actions and outcomes.

Committee Consultation

Each committee position comes with a sense of free-thinking and creative control; however at times and keeping with the transparent, communication-values of the FSAA, there will be issues and items which may require consultation, feedback or to be communicated to the wider FSAA committee or association members.

The following considerations should be made when deciding if items and tasks require consultation, feedback or communication:

Constitutional: All discussion and decisions regarding the FSAA constitution and/or any amendments require full committee consultation and also may require input from association members.

Governance and Structural: Decisions on matters which revolve around the governance or structure of the association must be communicated appropriately at FSAA Committee meetings.

Brand: Considerations should always be made in how decisions may affect the brand of the association. Such as, will the decision reflect negatively or impact the good standing of the association? Is it inline with the vision, values and strategy of the association? If in doubt, seek the advice of the committee.

Overall Strategic Vision: Is the task or decision inline with the Stakeholder communication and engagement strategy and overall Strategy Plan?

Teamwork, Workflow and Communication: Is the decision or task inline with existing workflow procedures or will this decision have any impact on other committee members and tasks already undertaken? Does it require prior approval or delegation? **For efficiency and communication purposes, all tasks should be recorded in the FSAA Committee Task Log.**

Office Bearer Positions

Chairperson

Role Description: The Chairperson's role is to oversee the operation and decision-making processes of the association, and ensure the committee and association operates in accordance with the FSAA constitution and relevant state and federal laws. The Chairperson has a role to lead, encourage and set a positive example for the committee and association ensuring operations are set to a high-standard.

The Chairperson is also responsible for making sure each meeting is both planned and executed effectively to reach decisions in a timely manner. The Chairperson encourages input from each member of the committee, and applies the values and consideration to the constitution in meeting outcomes.. The Chairperson should ensure that all decisions will be made in the best interests of the association and it's members, and with fair consideration to the wider Australian football community.

The Chairperson must:

- Uphold the vision and values of the association.
- Provide a public voice that is 100% representative of the FSAA committee and the association
- Chair committee meetings in accordance with FSAA constitution and standard procedure.
- Convene and mediate committee meetings where required.
- Where necessary, represent the association and it's members in external meetings with other key parties.

The Chairperson has the power to:

- Convene the annual general meeting
- Convene any special/extraordinary general meetings
- Arrange a ballot
- Make the casting vote at a general or committee meeting when the count is equal.
- Be a co-signatory for access to association finances

Responsibilities Include:

- Providing a high level of leadership, communication, delegation and accountability.
- Uphold the constitutional and legal requirements of the committee and association.
- Chairing committee meetings.
- Sound knowledge of the workings and status of ongoing operations and tasks.
- Facilitating debate and discussion to ensure effective decision making.
- Facilitating, delegating and supporting the committee in completion of tasks and responsibilities.
- Managing internal and external professional relationships.
- Provide public representation of the FSAA at an official or media level.
- Supporting relevant sub-committees.
- Executive decision-making inline with the objectives, goals and best interests of the association.

Deputy Chair (Operations)

Role Description: The Deputy Chair (Operations) is responsible for overseeing the operations of the association, ensuring all equipment and all processes are functioning as intended and overseeing systems to deliver services to the FSAA's members. The Deputy Chairperson (Operations) would work closely with the Secretary to ensure seamless workflow, ensuring all processes and procedures are followed and legal compliance is met.

The Deputy Chairperson (Operations) must:

- Uphold and model the vision and values of the association
- Undertake the role of the Chairperson (as required according to the constitution)

Responsibilities include:

- Upholding the governance and legal requirements of the association.
- Implementation and monitoring of operational processes to ensure efficient completion of set tasks.
- Integration of operational processes in line with strategic planning and objectives.
- Demonstrating a high level of leadership, communication and delegation skills.
- Managing timeframes for actions and outcomes, as well as meetings.
- Facilitation and supporting relevant sub-committees.
- Advocating as a key member of the Football Supporters Association Australia (Inc).

Deputy Chair (Strategy)

Role Description: The Deputy Chair (Strategy) is primarily responsible for planning and developing the overall strategy of the association. The role includes campaign, strategy and policy development inline with the vision and objectives of the association. This position also has responsibility for ensuring that the association stays “on brand” in regards to the policies and overall goals of the association. The DC (Strategy) would work closely with the DC Operations and the Secretary to ensure strategy, operations and communications are executed to a high standard.

The Deputy Chairperson (Strategy) must:

- Uphold and model the vision and values of the association
- Undertake the role of the Chairperson (as required according to the constitution)

Responsibilities include:

- Designing the short and long-term strategic plan in order to achieve association objectives and goals.
- Ensuring stakeholder communication procedures and strategic plans are followed.
- Communicating and liaising with the committee to ensure goals and timelines are met inline with strategic plans.
- Integration of communication practises in line with overall communication and strategic plans.
- The writing of FSAA policy to ensure the committee and association operates cooperatively, efficiently and effectively.
- Demonstrating a high level of leadership, communication and delegation skills.
- Maintaining a high level of internal and external communication.
- Managing timeframes for actions and outcomes, as well as meetings.
- Supporting relevant sub-committees.
- Advocating as a key member of the Football Supporters Association Australia (Inc).

Secretary and Communications

Role Description: The Secretary/Communications is the chief administration officer. The Secretary provides the coordinating link between members, the management committee and relevant outside agencies. The secretary is directly responsible to the Chairperson/President and Association members. It is the role of the Secretary to liaise with the Chairperson/President and all committee members to ensure all administration processes and meetings are kept to a high standard. Responsible for the high standard of internal and external communications such as public and media relations inline with the overall goals of the association. The Secretary would liaise with the DC Operations to ensure all processes are functioning as intended.

The Secretary and Communications must:

- Maintain strong administration and communication skills
- Uphold and communicate the vision and values of the association
- Ensure all external communications such as member correspondence and digital communications are professional, consistent, engaging and on-brand.
- Liaise with the Chairperson/President in preparing meeting agendas in accordance with FSA constitution and standard procedure.
- Organise the arrangement of committee meetings, AGM notices and the preparation, distribution and filing of meeting minutes.
- Maintain registers of members' names and addresses, life members and relevant affiliates.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the administrator of the association, often liaising with members of the public, affiliated bodies and government agencies.
- Where required act as the first point of contact for all member, public, media and stakeholder enquiries.
- Where necessary, represent the association and its members in external meetings with other key parties.

Responsibilities include:

- Maintaining exceptional organisational skills and administration processes.
- Maintaining exceptional internal and external communication skills.
- Ensuring stakeholder communication procedures and strategies are followed.
- Demonstrating a high level of people management skills.
- Demonstrating a high level of leadership, teamwork and delegation skills.
- Demonstrating a high level of confidentiality.
- Advocating as a key member of the Football Supporters Association Australia (Inc).

Financial Officer (Treasurer)

Role Description: The main duties of the financial officer (also referred to as treasurer) are to oversee the financial administration of the organisation, review procedures and financial reporting, advise the board on financial strategy, and advise on fundraising.

It is the role of the association treasurer to keep all finances and financial records up-to-date and ensure all compliance such as taxation and reporting as well as all other legal obligations are met.

The Financial Officer must:

- Adhere to the vision and values of the association
- Where necessary, represent the association and its members in external meetings with other key parties.
- Implement systems to ensure cash and finances are kept securely.
- Work with other committee members, particularly other office bearers, to raise and manage funds
- Ensure compliance with financial reporting requirements and adhere to the FSAA's principles of transparency

Responsibilities include:

- Maintaining exceptional organisational skills and administration processes
- Maintaining exceptional accounting, budget and bookkeeping processes.
- Maintaining a sound knowledge of the FSAA Constitution
- Demonstrating a high level of communication and teamwork
- Demonstrating the ability to delegate tasks where necessary
- Demonstrating a high level of confidentiality in regards to funds allocation
- Advocating as a key member of the Football Supporters Association Australia (Inc)
- Have details of all accounts available to the club committee and members as provided in the *Corporate Affairs Act (2001)*.
- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation when needed ie, for events, workshops etc
- Present all accounts for payment for approval.
- Record all invoices for periodical payments in appropriate files

The treasurer has the power to -

- Be a co-signatory for access to association finances
- Control all expenditure, such as who can authorise spending, upper limits before committee approval is needed, and who can sign cheques.
- Controls on income generation, including advising on appropriate and inappropriate ways of raising money.

Ordinary Committee Members

It will be the role of ordinary committee members (also referred to as general committee members or non-office bearing committee members) to assist in the operation of the committee and to participate in committee meetings and decision making. In addition to contributing to committee meetings, members may be called on by the Chairperson, Secretary, Treasurer to assist in the completion of tasks as well as providing expertise where needed. Outsourced expertise may also be called upon where needed.

Roles and Responsibilities may include - strategic planning, policy creation, marketing campaigns, webmaster and IT tasks, events, membership management, admin tasks, assisting other committee members and/or any other general tasks.

General Committee Members must:

- Adhere to the vision and values of the association
- Take an active role in the operations and completion of tasks where required
- Be willing to support office-bearers and other committee members in order to complete tasks
- Be comfortable being known as a key member of the Football Supporters Association Australia.

Responsibilities include:

- Assisting and supporting office bearers where necessary.
- Willingness to contribute to decision-making processes such as committee meetings
- Demonstrating a high level of communication and teamwork
- Advocating as a key member of the Football Supporters Association Australia (Inc)

The General Committee also consists of a 'Policy Officer' responsible for the creation of Policy in which the FSAA Committee will operate. All proposed policies should be created in collaboration with the relevant office bearers. Feedback should also be sought from the wider committee and approval from the Chairperson is required prior to being implemented.

Subcommittees

Subcommittees may be formed by the committee in the future to see over specialised areas, under delegation from the committee. All subcommittees are to report to the FSAA Chairperson as required and operate under the FSAA Constitution.

Structure



Skills and Delegation Matrix

	Chair	DC Operations	DC Strategy	Secretary/ Comms	Financial Officer	General Committee
Perform duties of the Chair	K, P, A, D	K, S, P	K, S, P	S	S	S
Governance	K, S, D, A	K, A, P, D	K, S	K, S	K, P, S	K, S
Strategic Planning	K, S, A, D	K, S	K, A, P, D	K, S	K, P, S	K, S, P
FSAA Policy Creation	K, S, A, D	K, A, P, D	K, A, P, D	K, S	K, S, P	K, S, P
Implementation/ monitoring/ integration of operational processes	K, S, A, D	K, A, P, D	K, S, P	K, S	K, S	K, S, P
Direct Member Communications	K, S, A, D	K, S	K, S	K, A, P, D	K, S	K, S
Social Media and Digital Content Creation	K, S, A, D	K, S	K, P, D	K, P, A, D	K, S	K, S
Marketing - Initiatives Campaigns and Planning	K, S, A, D	K, S	K, P, A, D	K, S	K, S	K, S, P
Direct stakeholder engagement and communications	K, P, A, D	K, P, S	K, P, S	K, P, S, D	K, S, P	K, S
Website content updates and design	K, S, A, D	K, S, P	K, P, A, D	K, S, P	K, S	K, S
Financial/Budget and fundraising	K, A, P, D	K, S, P	K, S, P	K, S	K, P, A, D	K, S, P
Perform PR/Media Relations tasks	K, P, A, D	K, S	K, S	K, A, P, D	S	S
Authority to officially speak on behalf of FSAA	K, P, A, D	K, S	K, S	K, S	K, S	K, S
Exploring Networking Opportunities	K, P, A, D	K, P, S	K, P, S	K, S	K, S	K, S, P
Facilitating tasks and responsibilities of Sub-Committees	K, A, P, D	K, P, S	K, S	K, S	K, S	K, S

K= Know the task S= Support the task D= Delegate the task
P= Perform the task A= Approve and sign off on the task

Prioritisation



This graphic is a tool to help with the completion, prioritisation and delegation of tasks. Everyone will have their own system and tools they wish to utilise but this is here as a small guide on how we may be able to get the most out of our time in regards to completing tasks and achieving goals. You may find it useful.