

# The FA Charter Standard Club Programme

## Roles and Responsibilities



### Chairperson

- Provide leadership and direction for the club
- Oversee the work of the Club Committee
- Chair meetings of the club
- Advocate of the football club for the local community.

### Secretary

- Official contact between club and County FA and other clubs
- Ensure club affiliation and league membership
- Ensure effective correspondence and communication
- Provide minutes of meetings for official club records
- Match day duties to support teams and officials.

### Treasurer

- Manage and administer finances of the club
- Create annual income and expenditure sheets and balance sheets
- Create and maintain a cash book for at least two years
- Ensure all payments and fines are paid on time and recorded
- Support all fundraising and sponsorship opportunities.

### Volunteer Co-ordinator

- Recruiting new volunteers
- Ensuring volunteers are inducted to the club
- Provide volunteers with a brief of their role
- Ensure there is a training programme for volunteers
- Ensure volunteers are recognised and rewarded.

### Schools' Liaison Officer

- To establish links with local schools
- Meeting the school at least twice a year
- Ensuring schools receive information of club activities
- Develop opportunities for young leaders and players.

### Coach Co-ordinator

- Recruiting new coaches
- Provide coaches with a training / support programme
- Co-ordinate the coaching programme throughout the club
- Establish and/or support a coach mentoring programme
- Ensure the coaches are recognised and rewarded.

### Referee Co-ordinator

- Recruitment and support for new referees
- Liaison with referees on match days
- Ensure referees are recognised and supported
- Establish and/or support a referee mentoring programme.