
Keilor Park Football Club Inc

Essendon District Football League
Stadium Drive, Keilor Park



Position Description

Football Executive 'Core Business'

Objectives

- To oversee all football operational 'Core business' related matters across the club
- To provide leadership and support to all coaches, players, training staff and volunteers

Responsibilities

- To be the club primary contact for all football related matters.
- Be familiar with the playing rules & practices of governing bodies (ie: points and salary caps)
- Ensure the effective & efficient operation of all football matters so that on field performance is maximized at all levels.
- Establish, oversee and manage recruitment and registration of all coaches & players according to policies and budgets.
- Ensure all coaches and trainers are suitably qualified and performing
- Plan for and implement programs for the continuous improvement of the playing lists at all levels.
- Formulate an annual operating plan & budget with club treasurer, then administer program within plan.
- Provide regular feedback of all senior coaching staff and player performances throughout the season.
- Co-ordinate the use of training facilities including preseason matches, camps and training locations
- Act as Player Welfare liaison and be present match days and at training sessions (*or delegate role*).
- Work closely with Property Steward and Head Trainer to ensure all required playing and training equipment is available.
- Ensure player driven club functions are supported and delivered in accordance to club behavioural policies.
- Report activities of the portfolio to the membership at the Annual General Meeting.
- Undertake tasks at the request of the President, Executive or sub-committee.

Relationships

- Reports to the President, Executive and sub-committee.
- Supports the club senior coaching team, players, training staff and volunteers
- Supports both Women & Junior Presidents in growing their portfolio
- Liaises with and develops relationships with other local senior clubs.

Accountability

- Is accountable to the President and the Executive Committee.
- Provide a report on any aspect of portfolio operations to the Committee when requested.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure

Description Review

The job description will be reviewed on an annual basis to ensure that it remains current and practical.