

MONARO PANTHERS FOOTBALL CLUB

Executive Committee - Terms of Reference

The Monaro Panthers Football Club Executive Committee (MPFC-EC) is responsible for the strategic direction, financial management and appointments of both paid staff and volunteer support.

Club Vision

Positive, passionate, professional and friendly football for all.

Mission Statement

A Premier League Club serving the ACT and Southern NSW, providing football from the youngest to the oldest, from the newcomer to our best.

The EC of the club is to act in accordance with the constitution, mission and vision of the club.

Scope

All members of the MPFC-EC will:

- Review and update the strategic direction of the club.
- Ensure the development and delivery of an overarching business plan that aligns with the strategic direction
- Ensure the club is structured in such a way that these can be achieved
- Ensure there is financial accountability, a clear annual budget and that the business plan outlines ongoing financial sustainability
- Ensure the employment of staff and the placement of volunteers into the positions that are required in order to deliver on the club's strategic plan and business plan
- Support and hold accountable the key appointments of the club across the football and administrative aspects of the club. These include
 - CEO
 - Community League Director
 - Premier League Director
 - Football Technical Director
 - Business Operations Officer (Director is currently President)
 - Operations Officer (Director is currently Vice President)

Membership

Membership of the MPFC-EC is firstly made up of members according the MPFC constitution. Those authorised to vote on matters in accordance with the constitution form the core of the MPFC-EC.

Beyond these members, the makeup of the EC can vary according to the needs and requirements of the MPFC circumstances.

Staff are invited to EC meetings from time to time but do not have voting rights.

The EC is to ask any person to leave the MPFC EC meeting discussions where this person is not a voted EC member.

Roles and responsibilities

Roles

President - Drive strategic direction, manage staff and build the business

Vice President - Support the President in the above, manage the operations of the club in partnership with the Operations Officer

Treasurer - account for and report on the finances of the club ensure appropriate handling of money across the entire club and advise towards the strategy on what is needed for financial sustainability at the club.

Registrar - manage the club's engagement with players and parents of the club from registration from registration to volunteering

Premier League Manager - responsible for the ongoing function of the Premier League outside of those responsibilities held by the Football Department, including setting up leadership teams. Ensuring clear partnership with the Football Department.

Community Girls Manager, link to the Community League Manager and special projects, currently documentation.

Club Secretary - ensuring the club is compliant across all legal and football requirements. Manage all day-to-day interactions with Capital Football.

EC Chair - Drive the club EC from meetings to the delivery of agreed outcomes and actions.

Responsibilities

It is the responsibility of all EC members to:

- attend all EC meetings and advise the Chair in writing (txt or email) if this is not possible.
- operate the basis of trust, to communicate positively and in person. Emails are to be used only for administration purposes, or general approvals or non-controversial discussions.
- manage the financial sustainability of the club and ensure they are mindful of club finances in their area of responsibility
- maintain confidentiality. All discussions are considered private and what happens between EC members are confidential.

Limitations:

- To ensure consistency in communication, only the Club President is to speak to the media. No other member of the club is to speak to the media on behalf of the club without EC approval or in approval from the President.

- No communication on topics of tension or difficulty with the EC are to occur via email or text. The Club President is to be notified of any tensions or difficulties that arise.

Decision Making

The MPFC EC is recognised as the final decision maker for all club decisions.

Decisions are to be made in accordance with the club's constitution. This includes the appointment of positions on the EC and any changes to the Constitution.

Decisions of the EC are, where possible, to be made in person at EC meetings. This requires a quorum of four.

Where this is not possible day to day decisions can be made via email and/or text where a quorum of three including the President or Vice President, the Director responsible for the area concerned and one other EC member agrees.

Day to day decisions are about the implementation of the agreed strategic plan and/or business plan where the cost to the club is below \$10 000.

Decisions of the club EC are public, but the timing of this will be determined by the EC.

The EC can delegate decision making responsibilities to the various sub-groups and individuals of the club as agreed by the EC.

Sub-Groups

To effectively deliver on the club's strategic direction, the club has developed a range of sub-groups.

All sub-groups will be accountable to the club EC. Each sub-group will be provided with:

- A description of the role and responsibilities of the group;
- how they will be held accountable; and
- their level of decision making.

The current sub-groups of the Club EC are:

- Football Department
- Premier League
- Community League
- Operations
- Business Development

The membership of each sub-group is to be developed by the lead member of each sub-group, where the role within the group is not a EC position.

The MPFC-EC is to be informed of all appointments prior to final agreement and reserves the right of veto for any member.

Administration

Meetings

The EC will agree to the schedule of meetings in accordance to the current EC.

Fornightly 7:00am Thursday morning

Agenda

The agenda will be developed by the EC Chair with input of the EC members. It will be sent out with any papers three days in advance.

All members are expected to read the agenda and any attachments prior to the meeting.

Over the course of each month a financial report must be tabled that includes income and expenditure for the month and print off of a bank statement showing what is the account.

Minutes

Minutes will be circulated within 48 hours of the meeting with clear action items attached.

Minutes will be approved at the next meeting.

Conflict

The EC will endeavour to resolve all conflict within its meetings wherever possible. Any conflict unable to be resolved in this manner and requiring further resolution will be taken to the paid members of the club. Where this does not lead to a resolution the Federation will be asked to adjudicate.