



Waikanae AFC Position Description – Junior/Senior Convenor

JOB TITLE:

Senior/Junior Convenor

OBJECTIVE:

The accurate and timely registration of all players, coaches, trainers and other Association officials.

RESPONSIBILITIES:

- In conjunction with the Committee, plan and manage sign-on days at the commencement of the season.
- Obtain all relevant and necessary particulars of people wishing to play with the Association.
- Confer with affiliated Associations to ensure all players registering are placed in a team.
- Complete documentation for each player as required by the Association.
- Plan Association registration dates well before the start of the season.
- Co-Ordinate sign on day.
- Order required trophies for end of season.
- Attend monthly committee meeting and assist in the general running of Waikanae AFC.
- Arrange and co-ordinate the end of season presentation day/evening.
- Have a sound understanding of the Associations rules and regulations.
- Keep the Committee informed of the status of registrations at all times.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaise with all members of the Club with financial responsibility.
- Liaise with external creditors and debtors.

ACCOUNTABILITY:

- The Junior/Senior Convenor's is accountable to the President and General Committee.
- .

The estimated time commitment required as the Treasurer is up to 2 hours per week.

ESSENTIAL SKILLS:



- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

DESIRABLE SKILLS:

- Financial accounting experience.
- Negotiating skills.
- Computer skills.