

# Riverstone Schofields Junior Soccer Football Club Inc



## Nominations for Committee Members

In accordance with Clause 15.1 of the Club's Constitution nominations are hereby called for the positions of Elected Management Committee for the Riverstone Schofields Junior Soccer Club for the 2018 season.

In accordance with Clause 14 of the Club's Constitution the Management Committee comprises seven (7) members all of who must be Members of the Club.

Nomination for the Management Committee must be:

- a) In writing;
- b) Signed by two Individual Members of the Club;
- c) Certified by the nominee (who must be a Member of the Club) certifying their willingness to accept the position for which they are nominated; and
- d) Must be in the hands of the Secretary not less than seven days (7) before the date of the Annual General Meeting;

The Club's Constitution does not prescribe positions to Management Committee members but does permit the Management Committee members to be allocated a portfolio. The current Management Committee have assigned the following portfolios:

- a) President – there are no pre-set qualifications for this portfolio and the responsibilities assigned to the person allocated to this portfolio include:
  - (i) acting as chairperson of all meetings;
  - (ii) acting as ex-officio on all committees of the BDSFA;
  - (iii) being responsible for all Committee Members and Officials carrying out their duties in accordance with the Club's Constitution
- b) Vice President – there are no pre-set qualifications for this portfolio and the person assigned to this portfolio in the absence of the President takes on the responsibilities of the President;
- c) Secretary – there are no pre-set qualifications for this portfolio and the responsibilities of the person allocated to this portfolio include:
  - (i) attending to all general business of the Club;
  - (ii) recording any action taken by the Management Committee;
  - (iii) attending to all correspondence;
  - (iv) preparing a report before the Annual General Meeting;
  - (v) acting as an ex-officio on all committees of the BDSFA;
  - (vi) attending to the publicity of all policies and issue of all statements and notices;
  - (vii) undertaking any other duties found necessary in carrying out their duties.
- d) Treasurer – there are no pre-set qualifications for this portfolio, however a general understanding of business is advantageous. The responsibilities of the person allocated to this portfolio include:
  - (i) receiving all moneys and giving a receipt in return and to bank same into the Club's bank account as soon as practicable;
  - (ii) have charge of all bank accounts;
  - (iii) pay all accounts passed for payment;

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- (iv) produce the bank books at each Management Committee Meeting and General Meeting of Members;
  - (v) ensure that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditures;
  - (vi) prepare annual financial statements and submit same to be audited by the Club's nominated auditor;
  - (vii) to submit the audited financial statements to the Annual General Meeting;
- e) Registrar – there are no pre-set qualifications for this portfolio and the responsibilities of the person allocated to this portfolio include:
- (i) receive and check all applications for registration as a player or official of the Club;
  - (ii) keeping a record of all registered players and officials of the Club;
  - (iii) maintaining a register of defaulting, suspended and or other ineligible players or officials or other persons;
- f) Competition Secretary – there are no pre-set qualifications for this portfolio and the responsibilities of the person allocated to this portfolio include:
- (i) arranging all competitions and fixtures are directed by the BDSFA or Management Committee;
  - (ii) authorising the abandonment of all or any fixtures, or deferment of any fixtures due to abnormal circumstances;
  - (iii) notifying all managers and or coaches of all competitions and fixtures, including any amendments thereto;
  - (iv) acting as an ex-officio of all sub-committees dealing with competitions or fixtures

Election of members to the Management Committee will take place at the Club's Annual General Meeting.

If the number of nominations received is equal to the number of vacancies to be filled or if there are insufficient nominations received to fill the vacancies on the Management Committee those nominated shall be declared elected only if approved by the majority of the Members entitled to vote at the Club's Annual General Meeting

If the number of nominations exceeds the number of vacancies to be filled, voting papers shall be prepared containing the names of the candidates in alphabetical order (by surname) for each vacancy on the Management Committee. Voting shall be conducted in such a manner as determined by the Management Committee prior to the Annual General Meeting.

In the event of two or more candidates obtaining the same number of votes the Chairperson, in the first instance, shall call for a second ballot on those nominees receiving equal votes after allowing for a further 5 minutes of debate on the matter. In the case of an equality of votes on the second ballot called the Chairperson shall declare the position temporarily vacant and adjourn the meeting.

Yours faithfully  
RIVERSTONE SCHOFIELDS  
JUNIOR SOCCER FOOTBALL CLUB INC

Mary Muscat  
Secretary

2nd October 2017