



EXECUTIVE COMMITTEE POLICY

PURPOSE

Greensborough Junior Football Club (GJFC) was established in 1964 and is the oldest junior football club in the Diamond Valley area. GJFC is a growing football club that aims to build the Diamond Valley's most inclusive and supportive community sporting club.

This document outlines the policy and procedure for the establishment of the Executive Committee to the Greensborough Junior Football Club (GJFC).

SCOPE

This Policy clarifies the roles and responsibilities of the Executives as part of the Committee to the GJFC.

The decision-making powers and procedures of the committee are not within the scope of this policy document. They are outlined in the constitution of the club.

POLICY

The following office bearers will constitute the membership of the Executive Committee:

- President
- Vice President
- Secretary
- Treasurer
- Football Director.

The responsibilities of the Executive Committee include, but are not limited to, the following areas:

Financial	➤ Requests for spending between \$100 and \$500 may be referred to any Executive for approval (requests for spending above this amount are to be referred to the Executive Committee).
Scheduling	➤ Major dates for events or football-related events are to be determined by the Executive Committee.
Complaints Management	➤ Complaints of significance may be referred to any Executive for management and/or resolution. ➤ Matters referred from the NFNL are to be brought to the attention of the Executive Committee for action.
Council	➤ Matters raised by the Council are to be referred to the Executive Committee in the first instance for management and action.
Special Requests	➤ Requests by members to host or manage events in addition to GJFC organised events must be referred to the Executive Committee for consideration in the first instance. ➤ Requests made externally to host or manage events in addition to GJFC organised events must be referred to the Executive Committee for consideration in the first instance. ➤ Requests for GJFC sanctioned events, made internally or externally, outside of GJFC organised events must be referred to the Executive Committee for consideration in the first instance.



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The following table lists the activities for implementing this policy:

Meetings	➤ Meetings of the Executive Committee shall be held every 2 nd month.
Minutes	➤ Minutes of each meeting shall be kept and presented to the members at the following meeting.
Decisions	➤ Decisions shall be carried by a majority vote. ➤ In the instance of a tied vote, the President (or their nominee) shall have the casting vote. ➤ Decisions should be documented within meeting minutes to ensure transparency.
Quorum	➤ The quorum for a meeting of the Executive Committee should be three or more of the members outlined above.
Referral of matters	➤ Matters shall be referred to the Executive Committee in writing.
Alternate procedure	➤ Where a matter requires urgent attention, resolution may be sought via a circular email, in which a due date will be specified. ➤ Resolution shall be constituted by a majority vote of members. ➤ If adequate response is not received via circular email, a decision will be made by the President or the role the President delegates to make the required decision.
Signing off financial statements	➤ Two members of the Executive Committee are to sign off the financial statements as required under Sections 94 (2)(b), 97 (2)(b) and 100 (2)(b) of The Associations Incorporation Reform Act 2012.

Roles and Responsibilities

President	➤ Shall preside over meetings of the Executive Committee. ➤ Where the President and Vice President are unavailable for a meeting, the President will delegate the chair of the meeting.
Vice President	➤ Shall preside over meetings of the Executive Committee in the absence of the President.
Secretary	➤ Publish the agenda for meetings of the Executive Committee. ➤ Keep minutes of the meeting. ➤ Present and table minutes at meetings of the Executive Committee. ➤ Where matters are raised and determined by alternate procedure, table the matter and subsequent resolution at the next meeting of the Executive Committee.
Treasurer	➤ Present requests for financial approval as required. ➤ Present financial statements for signing as required and outlined above.
Football Director	➤ Oversee all aspects of the Football operations including coaching positions.



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Policy Review and Ownership

The contents of this document represent the current policy and procedures of GJFC.

This policy is subject to review each year and will be amended appropriately.

Amendments will be communicated to members as and when appropriate to ensure that it remains current.

Approved by GJFC Committee.

Authorised by

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Scott Devers

President GJFC

This document is uncontrolled when printed.

The controlled document is available on the Intranet.
