

**Title: Executive Committee**  
**Ref: OUFC -002**

Revision: 2  
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Issue Date: 3/3/08  
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Authorised By :

## PROCEDURE OUFC-002

### Executive Committee

#### 1 PURPOSE

The purpose of this procedure is to control the documents and define roles and responsibilities regarding the Club Executive Committee.

#### 2 SCOPE

Controlled documents include, but are not restricted to:

- Enrolment Forms
- Membership Entitlements
- Registration procedures for members
- Membership Records
- Insurance document
- Financial Records
- Minutes of all Committee and Sub committee Meeting

Documents may be printed or in the form of computer data.

#### 3 REFERENCES

Club Constitution  
OUFC 002 Executive Committee  
OUFC 003 Football Committee  
OUFC 004 General Operations  
PD 001 President  
PD 002 Vice President  
PD 003 Secretary  
PD 004 Treasurer  
PD 005 Director of Football  
PD 006 Registrar  
PD 007 Fixtures Officer  
PD 008 Ground Steward  
PD 009 Equipment Officer  
PD 010 Canteen Manager  
PD 011 Business Development Officer



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PD 012 Web Master  
PD 013 Member Protection Officer  
PD 014 CCF Delegate  
PD 015 Senior Men's Coach  
PD 016 Senior Women's Coach  
PD 017 Women's Coordinator  
PD 018 Men's Coordinator  
PD 019 Junior Competition Coordinator  
PD 020 Junior Non-Competition Coordinator

#### **4 RESPONSIBILITY**

President	Overall responsibility to ensure the club members adhere to and follow the constitution and Policy and Procedures. To review and approve all quality system documentation. To maintain a master list of all system documentation
Vice President	Ensure the club members adhere to and follow the constitution and Policy and Procedures Support and Assist the President.
Secretary	Ensure the club members adhere to and follow the constitution and Policy and Procedures Attend to General Business, Correspondence and minute taking at meeting
Treasurer / Public Officer	Ensure the club members adhere to and follow the constitution and Policy and Procedures. To review and approve all quality system documentation. To maintain a master list of all system documentation
Director Of Football	Ensure the club members adhere to and follow the constitution and Policy and Procedures Be Chairman of and responsibility for the operations of the Football Committee
Executive Committee	<ol style="list-style-type: none"><li>1. To meet on a regular basis prior to General Committee Meetings or as deemed necessary.</li><li>2. To set the agenda for General Committee Meetings under the guidance of the President.</li><li>3. To resolve matters for presentation to the General Committee.</li><li>4. To make recommendations to the General Committee.</li><li>5. To pursue matters for the long term objectives and success of the club.</li><li>6. To prepare annual budgets in consultation with the General Committee.</li></ol>

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## **6 DEFINITIONS**

Club : Ourimbah United Football Club

## **7 ACTION / METHOD**

### President

1) Refer to Procedure PD President 001

### Vice President.

1) Refer to Procedure PD Vice President 002

### Secretary

1) Refer to Procedure PD Secretary 003

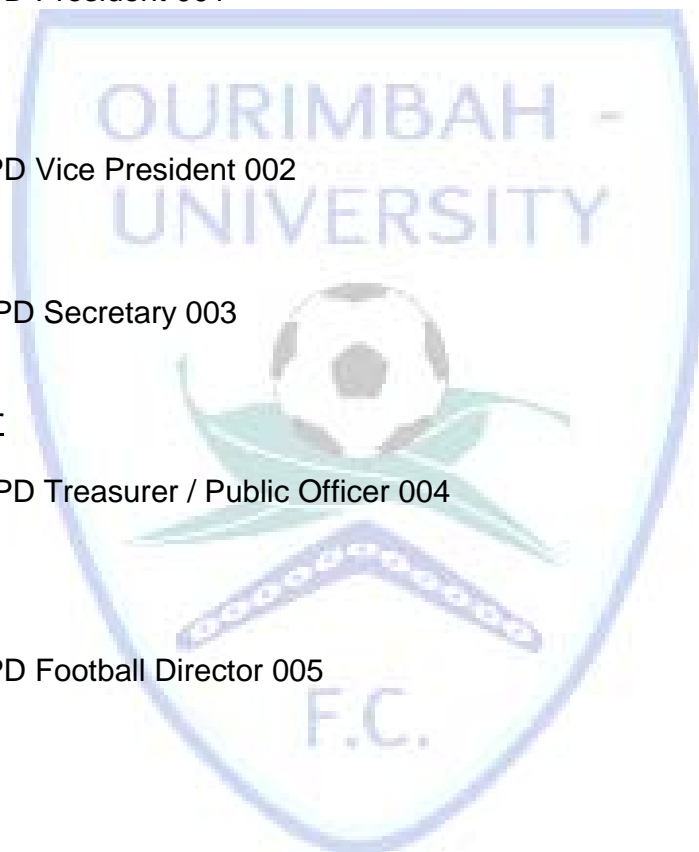
### Treasurer/Public Officer

1) Refer to Procedure PD Treasurer / Public Officer 004

### Director of Football

1) Refer to Procedure PD Football Director 005

### **Approval and issue**



## **Document changes**

The Quality Manager will ensure that all controlled copies are effectively updated.

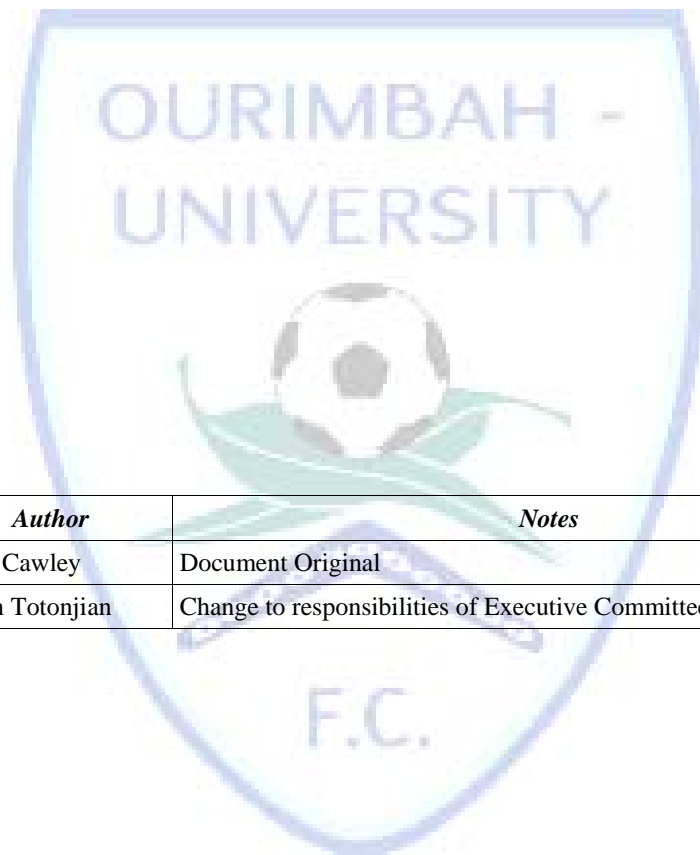
## **External documents**

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed

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and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.



### Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	04/03/08	Grant Cawley	Document Original
2.0	10/02/10	Simon Totonjian	Change to responsibilities of Executive Committee