



# SMOSH West Lakes Junior Football Club

## Committee Structure

Having an effective football club structure is important to become a successful club. The committee is a team responsible for managing your club on behalf of its members. The committee should:

- Conduct the club's long-term planning
- Develop policies and procedures
- Manage external relationships, e.g. with local council
- Follow up on member recommendations
- Conduct appraisals on the club's performance and key personnel (e.g. coach)
- Management committee members must understand they do not have individual authority: a committee is a collective, and individuals must represent the view of the collective
- Utilise skilled people within your club by encouraging them to join the management committee e.g. successful business people
- Unless you want to burn out your volunteer committee, stop them trying to be 'everything to everyone'
- Make a point of positively recognising your volunteer committee, i.e. recognise and thank them publicly.

### ***What makes an effective committee member?***

A committee should operate as a team and work towards common goals by drawing on the skills and talents of each other. It is important to recognise these skills and talents but also establish the types of skills that may be required, so in future you can identify potential committee members. The key elements you should pay attention to when recruiting committee members are:

- A commitment to your club
- Sufficient time to devote to your club
- An understanding of the role of the committee
- A skill set match
- Enthusiastic and interested in the club
- Good communication skills
- Leadership and listening skills
- Honesty