

POSITION DESCRIPTION

Executive of Match Day & Operations



Executive Role

Decision making, overseeing and long-term focus level of the Association.

Objectives

- To ensure a safe and comfortable environment for Association members and visitors.
- To ensure appropriate facilities and equipment are available for members. (including canteen, playing equipment, function equipment etc.)
- Work with relevant positions to create and manage efficient budget requirements
- To provide support to the executive and committee members to ensure the efficient operation and use of the club's facilities.

Responsibilities

- Coordinate and oversee all match day operations held by the Association
- Liaise with Executive of Memberships to ensure all teams & members are registered correctly.
- Create fixtures, Tech Rosters and oversea umpire roster with Umpire Coordinator
- Record results from match day cards at the end of every round
- Ensure all rules and regulations are known and followed for matchday operations and facilities.
- Ensure the canteen volunteers are suitably qualified and trained and that the canteen is compliant with health requirements.
- Be familiar with the rules and practices of the liquor licensing regulations, council, health department, local laws, WorkSafe and OHS, association, club and any other body that has governance to give advice to the president and committee as required.
- Attend state government department, police and shire / council meetings where required.
- Report activities of the portfolio to the membership at the annual general meeting.
- Undertake tasks at the request of the president, executive or non-executive committees.

Relationships

- Reports to and liaises with the president and executive committee.
- Liaises with and supports Umpire, Canteen & Facilities Coordinators
- Liaises with all relevant members and any person responsible for and or running event under the Association.
- Liaise with Westend Precinct Management regarding maintenance to the buildings, oval and equipment.
- Liaises with official association suppliers of goods and services, police, liquor licensing, council health department and local laws.

Accountability

- The operations manager is accountable to the president and the executive committee.
- Provides a report on any aspect of portfolio operations to the committee when requested.
- Seek ratification from the committee for the season dates, draws, events etc.