**FAFC EXECUTIVE ROLES AND RESPONSIBILITIES**

* 1. Chairperson

1. The Chairperson shall chair all General Meetings and Committee Meetings when available to do so.
2. The Chairperson shall provide overall supervision of the Club, and ensure appropriate people and processes are in place for successful operation of the Club.
3. The Chairperson shall represent the Club at external functions as required.
4. The Chairperson shall present an overview report at the Annual General Meeting.
   1. Presidents Senior and Junior Football
5. The Presidents shall on behalf of the Club be responsible for all aspects of Senior and Junior football respectively.
6. The Presidents shall liaise with the Club’s Functional Coordinators and other people as required to ensure that the appropriate and sufficient resources are available for their spheres of responsibility.
7. The Presidents shall represent the Club at external functions as required
8. The Presidents shall present reports at Committee Meetings and at the Annual General Meeting.
   1. Secretary
9. The Secretary shall be responsible for the recording of minutes at all Committee Meetings and General Meetings of the Club.
10. Minutes of a meeting must be accepted by the Committee as an accurate record of proceedings at the next succeeding meeting.
11. The Secretary shall be responsible for keeping and maintaining all of the Club’s internal files, records and data.
12. The Secretary shall be responsible for all incoming and outgoing correspondence of the club, and ensure that all incoming correspondence is directed to the correct recipient(s) within the Club.
    1. Treasurer.
13. The Treasurer shall ensure that all money due to the Club is collected and received and that all payments authorised by the Committee are made.
14. The Treasurer shall ensure that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club
15. The Treasurer shall present financial reports at Committee Meetings and at the Annual General Meeting.