



Fassifern Junior Rugby League Football Club Notice of 2025 Annual General Meeting

6.30pm Thursday 6 November

Hayes Oval Harrisville

An election will take place to determine Committee positions, with the new committee to take office at the conclusion of the AGM on Thursday 6 November 2025. Committee positions are open for nomination and election as per the constitution. Nominations for office bearer roles must be signed by the nominee and nominator (current member). Expressions of interest are requested for subcommittee and ancillary roles. Every role is a volunteer position (unpaid) and varies in responsibility / time commitment.

Further information including approximate time commitments is provided on the next page for each position.

Coach and Manager EOI's are a separate EOI process and individuals who take on the role of Coach or Manager can also take on additional responsibilities such as office bearer, subcommittee or ancillary roles.

Everyone is welcome and encouraged to volunteer. Training and support will be provided.

Office Bearers (Elected Management / Executive Committee) for the 2026 Season:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Coaching Director

Sub-committee positions:

- Volunteer Coordinator (Junior 6-12's)
- Volunteer Coordinator (Internationals)
- Girls Development Coordinator

Other important ancillary roles:

- Canteen Coordinator
- Assistant Canteen Coordinator (Friday night home games)
- Merchandise Coordinator
- Social Media Coordinator
- Referee Coordinator
- FAO (First Aid Officer) Coordinator
- Sponsorship Coordinator
- Event Coordinator
- Draw Coordinator
- Ground Manager (Friday night home games)
- Ground Manager (Saturday home games)
- Club Culture Champion

Nomination Form

Nominee name:	Nominee Signature:
Nominator name: <small>(must be current member)</small>	Nominator Signature:
Position nominated for:	Date:

Completed nomination forms must be received by 23/10/25 to fassifernjrlfc@gmail.com via e-mail or in writing PO Box 19, Harrisville Qld 4307. Nominations will only be taken from the floor at the AGM if there are not enough nominated candidates.

Information about positions

Many hands make light work. Filling every position is critical, as roles left vacant fall to the responsibility of others who are committed in other roles, increasing their workload. Some roles can be completed during training / games times ie. Ground official. Other roles require time commitment outside of standard training/ home game times. Positions are flexible and can be completed around your work commitments, so are suitable for people who work. All positions are volunteer (unpaid). For more information on any position, please contact an existing committee member or Jess Gill, Club President – 0433854110. Position descriptions for key roles can be found on the Fassifern JRLFC.

Position	Summary of duties	Approx Time Commitment pre-season (average hours per week)	Approx time commitment during playing season (average hrs per week)
President	Manages and oversees all aspects of the day to day running of the club and its members and represents the club at QRL / RLI events and meetings.	6	15
Vice President	Assists with the day to day running of the club.	4	8
Treasurer	Manages the clubs finances including paying bills, banking, generating invoices and reporting.	3	10
Secretary	Manages the main email inbox and general club admin.	3	10
Registrar	Manages player / member registrations, compliance and associated administration via My Sideline.	3	6
Coaching Director	Manages all Coaches, providing information, support and coaching to team coaches. Suitable for someone who is a coach.	3	8
Juniors (U6-12) Coordinator	Manages all Team Managers providing information, support and coaching to Managers. Attends and coordinates Saturday home games ensuring volunteers are rostered.	2	7
Internationals (U13-18) Coordinator	Manages all Team Managers providing information, support and coaching. Attends and coordinates / oversees Friday night home games ensuring volunteers are rostered.	2	5
Girls Development Coordinator	Recruit's players to grow teams and executes female development initiatives to enhance team experience.	6	5
Canteen Coordinator	Manages the canteen including ordering of stock and is at Saturday home games.	1	10
Assistant Canteen Coordinator (Internationals)	Oversees the running of the canteen on a Friday night for internationals home games.	0	5 (Fri night home games only)
Merchandise Coordinator	Maintains stock levels, orders stock and sells merchandise.	3	6
Social Media Coordinator	Creates content to post on social media. Assists with drafting of newspaper articles. Posts weekly wrap.	1	3
Referee Coordinator	Books in referees for home games.	0	0.5
FAO Coordinator	Books in first aid officers for home games. Suitable for an FAO or someone who wants to be an FAO.	0	0.5
Sponsorship Coordinator	Organises sponsorship by meeting with prospective businesses and sharing sponsorship opportunities.	3	2
Event Coordinator	Assists with organising home gala days, presentation days, meals on field and team photos.	1	5
Draw Coordinator	Reviews draws and works with president / secretary to submit draws (game times) for the season.	1	3
Ground Manager (red vest) Job can be shared.	Required for Saturday home games only. Checks the ground for safety hazards, ensuring the venue is suitable, completes team ID checks, supports match officials, controls the crowd, enforcing rules, and coordinates logistics to ensure games start and run on time.	0	5 (Saturday home games only)
Ground Manager (red vest) Job can be shared.	Required for Friday night home games only. Checks the ground for safety hazards, ensuring the venue is suitable, completes team ID checks, supports match officials, controls the crowd, enforcing rules, and coordinates logistics to ensure games start and run on time.	0	4 (Friday home games only)
Club Culture Champion	Educates teams on positive behaviours and promotes diversity and inclusion. Helps create good club culture. Manages complaints, investigates and implements actions.	2	5