



NPSC Non-Executive Committee – Club Rostering Manager

Reports To:	Executive Committee
Job Inductor:	Executive Committee
Purpose of Role:	To prepare roster for member involvement in club activities
Key Tasks and Responsibilities:	This is a vital role in the overall running of the club and involves the rostering of club members for operational, fund raising and social event activities.
Preparation of a Roster Plan	<ul style="list-style-type: none"> ▪ At the start of the season, prepare a roster plan for the season by liaising with executive committee and non executive managers. Plan to outline the activity, when it is to be held (or tentative date) the number of people required, duration of the activity and which group of player members are to undertake the activity. ▪ Roster plan to include; operational activities; running lines and field marshall for all NPSC S League games as requested by the Coaching Director, working bees as requested by the Grounds and Equipment Manager, fund raising activities as requested by the Fund Raising Manager, social events including end of year presentations as requested by the Social Events Manager
Obtaining a Master List of Members	<ul style="list-style-type: none"> ▪ Working through the Publicity and Community Liaison Manager and the Registrars – J League and S League, ensure all members are updating their email addresses and telephone numbers throughout the season in the My Football registration system. ▪ As required throughout the season, generate a master list of members by downloading their details from the My Football system. Details to include names, email address, phone number and team ▪ It is the responsibility of the Registrars to regularly send out a lists to team coaches asking for confirmation that the member are still involved in the club or are inactive.
Preparation of Rosters	<ul style="list-style-type: none"> ▪ Ensure each roster contains name, email address and telephone number of the members and contact details of the coordinator of that activity eg Fundraising Manager
Distribution of Rosters	<ul style="list-style-type: none"> ▪ At least three weeks prior to the event, send copy of roster to those members on the roster and the activity coordinator and send to the Club Web Manager asking to post it on the website. ▪ Ask Publicity and Community Liaison Manager to include in newsletter advice that roster has been done and sent and is on website ▪ Include instructions that members are to organise own swaps in times etc. themselves and to advise the activity coordinator and Club Rostering Manager promptly ▪ Resend the roster approx 3 days prior to the activity and ask the applicable team manager to give a general reminder to players at training of the roster on the website etc– go to it
Experience and / or Qualifications:	<ul style="list-style-type: none"> ▪ Experience with spreadsheets or word processing tables is highly desirable. ▪ Good communication and negotiation skills
Desirable Personal Qualities:	<ul style="list-style-type: none"> ▪ Good club person with enthusiasm and energy ▪ Attention to detail. and good organisational skills
Timing:	Approx hours pw; 2 – 3 hours in first month but than half hour
Frequency of work	Committee meetings only when required/desired.
Length of role	One year elected at AGM