



THE CORE COMMITTEE

The Core Committee consists of the President, Vice President, Treasurer and Director of Operations. These positions are vote holding positions and can only be taken up by students of the University of Surrey.

President (Currently Ed Day)

The President of the club is responsible for the overseeing of the smooth running of the club both on the field and from a "back office" point of view. He/she is the first line of contact for the league, other teams, referees, ambulances, transport, the union and an intermediary between coaches and players. The president is also responsible for contact with perspective players, sponsors, coaches, or anyone who wishes to contact the team. He/she will delegate tasks and assignments to the committee and must ensure these are done correctly and in the set time frame.

The President's responsibilities also include the organisation, setting up and arrangement of the freshers fayre stall, getting players there and Rookie Sunday.

They also manage game day organisation, kit distribution, making sure all kit gets handed back and taken to the boat shed and is put away correctly. They must regularly meet and chair meetings with both Surrey and Kingston committees' coaches, players, Student Unions and other bodies that we may need to be in contact with.

Vice President (Currently Ant Copper)

This is usually a penultimate year player, so he/she can learn directly from the President and be in the best position to become President the following year. However this is not a requirement and any Surrey player can run for this position.

The Vice President's role is to oversee the running of the team, both at a personal and organization level.

- To follow the president, offering opinions and help where needed.
- To learn the necessary skills involved in being president for the following year.
- To follow members of the committee offering assistance where needed (subs etc.)
- To back up the president in difficult decisions.
- To search for new ways to improve the team, giving suggestions if appropriate, towards the end of the season.

Director of Operations (Currently Folley Ogundele)

The main role of the Director of Operations is to oversee general club administration with main regard to player and coach registration. The director is expected to deal with issues such as player eligibility, prompt payment of player fees and any ad-hoc league or university requests. A new part of this role is the general supervision of the support committee which are the Marketing and PR Officers, Recruitment Officer and Social Secretary. Folley also oversees the running of the team website and although this is not a requirement for the Director position, a suitable replacement must be found by the successful candidate.



Treasurer
(Currently Chris Mantell)

The Treasurer is responsible for all monetary issues concerning the club, which include, but are not limited to

- The collection and recording of all subs,
- Payment of invoices for: ambulances, transport, coaches, match meals, referees and any other outgoings.
- Payment of both sets of League fees
- Ensuring we have enough money in the correct accounts at the right time to pay invoices
- Ensuring correct records of all monies paid to the club are taken and that the financial situation of the team is as good as it can be.



THE SUPPORT COMMITTEE

With a boost in the exposure of our sport and the University's campaign to expand our sports facilities three new positions were introduced for the 07/08 season. These new positions are open to ALL members of the club.

Social Secretary

The social secretary has the job of organising and planning team events both within the team and to the general public. A social calendar must be drawn up at the beginning of the season and frequent new ideas must be planned and implemented.

Marketing and PR Officers

These new positions are required to spread awareness of the club in all the Universities in the clubs catchment area, i.e. Surrey and Kingston. They will actively seek exposure, sponsorship and aim to improve the knowledge of students about the team. They will be in charge of writing-up game reports and team events which will be published in local, team, university and league publications.

Recruitment Officer

The recruitment officer is responsible for the continuous recruitment of players and game-day staff. This role will be on-going and results are expected up until the very last game of the season, with at least 1 new player a month expected.

If there is more than one candidate suitable for the role then it may be possible to have two or more officers in one position. Vice-versa if there is little interest in the above roles then some of them may be merged or kept open for players who want more time to make their minds up, but once positions are filled that's it.

Please note that although the roles of the entire committee are different, they each have the capability of overlapping. This provides each member with the scope to cover for another member should the need arise. The committee's job is to work together as a unit, to better the football team, just because you are a recruitment officer doesn't mean you can't/won't attend a financial meeting at the university for example. Like the team, the committee is a cohesive unit, working hard to prepare off the field so we have no worries on it.

The process of running for a position is to put your name forward before or at the AGM, and have this seconded by someone else on the team. This is just to make it a formal request.

If you have any questions or queries about any of the positions then please get in touch by replying to this mail or post a message on the website forum or Facebook.

Good Luck!