



Committee Roles

Title	Team App Co-ordinator
Position Summary	To ensure timely communication between the Club and its members regarding Club news and/or events
Key duties and responsibilities	<p>Post updates & expectations regarding teams, games, training, uniforms, events etc, weekly or as needed</p> <p>Set up Access Groups for each team prior to the season beginning</p> <p>Encourage all members to connect to team access groups (manually complete this for some members through admin settings if needed)</p> <p>Set up voting for U/13s, U/15s & U/17s teams at start of season</p> <p>Post NV, EDNA & Parkville updates & policies to members when necessary</p> <p>Set up chat rooms for Training Days (x2) & Game Day (one per team) for more streamlined communication</p> <p>Liaise/work closely with, and alongside, other Committee members (Social Media and Website Co-ordinator, Head Coach, Junior Registration Co-ordinator and Team Manager Co-ordinator) to ensure information is disseminated accurately and in a timely manner</p> <p>Attend the Presentation Night</p> <p>Attend the Annual General Meeting (AGM)</p> <p>Work closely with, and alongside, the Social Media and Website Co-ordinator</p>