

Surrey County Football Association Limited



Role Description for a County Member

County Members are accountable to the company and must exercise their powers as a County member in good faith for the benefit of the company, its members, stakeholders and the wider football family. They should be aware of and act within the Associations' aims, vision and strategy. County Members shall be entitled to serve a term of three years which is annually renewable. The post requires a commitment to attend and participate in County meetings, working groups and events as and when required. Meetings are normally held at the County Office.

The role of a County Member includes the following responsibilities:

- To serve as a County member and to actively participate in its purpose.
- To show an understanding of the view(s) of the Membership and stakeholders of the Association.
- To contribute to constructive debate on all County matters.
- To promote equality of opportunity throughout the Association.
- Knowledge of the Association's responsibilities for safeguarding and protecting children, young people and adults at risk in football.
- To fully participate in any County Member induction, training or development and performance monitoring.
- To act as an ambassador for the Surrey County FA.
- To attend Surrey County FA Events and activities as required.
- To perform other responsibilities as assigned by the. Board of Trustees, Management Committee or Volunteer Coordinator.

In order to perform the role, a County Member will need the following skills, knowledge and experience:

- Decision making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation
- The ability to debate, discuss and challenge in a constructive manner
- Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association
 - An understanding of The County FA Strategy and The FA National Game Strategy.
 - An understanding of and a commitment to Equality in Action
 - Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities
 - Access to and ability to use email and the internet

Role Description for the Volunteer Coordinator

The role of the Volunteer Coordinator will lead the Surrey FA Volunteer workforce including development and recruitment of new and existing volunteers known as County Members. The post requires close liaison with the Surrey FA Board, staff and volunteers on the training requirements and opportunities and regular communication and engagement. There is also a commitment to report to the Management Committee and attend meetings as required.

In addition to the role of County Member, the role of Volunteer Coordinator includes the following additional responsibilities:

- To liaise with staff members to maintain a record of County Members skills, experience and interests.
- To take an active role in the recruitment and allocation of volunteers to working groups .
- To liaise regularly with County members ensuring they are aware of all volunteer opportunities.
- To monitor, support, motivate and encourage volunteers for their active involvement.
- To develop ways to celebrate volunteers success and commitment, review the current benefits and rewards and suggest improvements.

In addition to the role of County Member , the role of Volunteer Coordinator will need the following additional skills, knowledge and experience:

- A strong volunteer background with a good understanding of the motivation of volunteers.
- Good administration and organisation skills .
- Knowledge of and ability to use Microsoft Word and Excel.