



CLUB COMMITTEE

ROLES & RESPONSIBILITIES

POSITION: CHAIRMAN

NAME: DAVE MUNDY

RESPONSIBILITIES:

- *Oversee club operations and philosophy*
- *Lead on AGM and other club meetings as required*
- *Ownership of club correspondence with County FA*
- *Approval of decisions relating to club, operations, policy and/or expenditure*

POSITION: MANAGER & TECHNICAL COACH

NAME: MIKE BURDEN

RESPONSIBILITIES:

- *Team affairs (such as selection)*
- *Ownership of player recruitment & development*
- *Plan and oversee coaching programme*
- *Correspondence with and point of contact for parents (including updates to website)*
- *Approval of decisions relating to club, operations, policy and/or expenditure*

POSITION: SECRETARY

NAME: JEN BURDEN

RESPONSIBILITIES:

- *Administer player registrations*
- *Arrange fixtures and venues for matches*
- *Correspondence with league and opposing club secretaries*
- *Administration of FA Whole Game and Full-Time systems*

POSITION: ASSISTANT MANAGER

NAME: JON ROLLAND

RESPONSIBILITIES:

- *Support Manager with team affairs*
- *Support coaching activities and player development*

POSITION: CHILD WELFARE OFFICER

NAME: SARAH CUTLER

RESPONSIBILITIES:

- *Oversee and administer any safeguarding and DBS checks for club*
- *Point of contact for parents and FA for any child welfare related questions or issues*

POSITION: TREASURER

NAME: LAURA ROLLAND

RESPONSIBILITIES:

- *Actively keep cash flow and budget up to date*
- *Monitor club account for incoming/outgoing items*
- *Arrange payments on behalf of club as required by committee*



GET IN TOUCH

CHAIRMAN

Dave Mundy

parkgategalaxychairman@outlook.com

MANAGER & ASSISTANT MANAGER

Mike Burden & Jon Rolland

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SECRETARY

Jen Burden

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CHILD WELFARE OFFICER

Sarah Cutler

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TREASURER

Laura Rolland

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