

The Rockets AFC	
Project	Constitutional Package
Document Ref	Rockets/Con3
Title	Terms of Reference
Status	AGM 2003
Prepared by	Simon Bennett
Issue	One
Change history	1. Draft by Simon Bennett. 2. Comments at AGM
Date issued	6 May 2002
Issued to	Committee Members Secretary Members on request

**Rockets AFC  
TERMS OF REFERENCE**

<b>Number corresponding to Succession Plan</b>	<b>Office</b>	<b>Term</b>	<b>Appointment</b>	<b>Notes</b>
<b>1</b>	President	2 Years	Elected by Membership at AGM	<ul style="list-style-type: none"> <li>• Invitation made following Committee discussion.</li> <li>• Approach made by previous incumbent, 18 months prior to taking office, of which 12 months will be spent as Vice President to undertake familiarisation</li> <li>• Chairs the Annual Presentation Evening.</li> <li>• Promotes The Rockets and actively seeks revenue streams.</li> </ul>
<b>2</b>	Vice President	1 Year	Elected by Area Membership at Area AGM	<ul style="list-style-type: none"> <li>• Understudies President during second year of President's term of office.</li> <li>• Deputises for President when required during that period.</li> <li>• Promotes The Rockets and actively seeks revenue streams.</li> </ul>
<b>3</b>	Chair	2 Years	Elected By Area Committee	<ul style="list-style-type: none"> <li>• Assists President in the running of the Rockets, Oversees and Chairs Committee Meetings and other events when appropriate.</li> <li>• Ensures actions are identified and obligations fulfilled.</li> <li>• Agrees Committee Meeting Minutes with Secretary prior to circulation to Committee Members, and AGM / EGM Minutes prior to circulation to Members.</li> <li>• Promotes The Rockets and actively seeks revenue streams.</li> <li>• Ensures that the financial affairs of the</li> </ul>

				<p>Rockets are maintained on a sound footing.</p> <ul style="list-style-type: none"> <li>• Ensures that the Committee operates within the Constitution and the prescribed Terms of Reference.</li> <li>• Oversees Succession Planning.</li> </ul>
4	Vice Chair	2 Years	Elected by Committee	<ul style="list-style-type: none"> <li>• To understudy Chairman and deputise.</li> <li>• Promotes The Rockets and actively seeks revenue streams.</li> </ul>
5	Honorary Treasurer	1 Year	Elected by Membership at Area AGM	<ul style="list-style-type: none"> <li>• Prudent management of all financial matters.</li> <li>• Duty of care.</li> <li>• Responsibilities for the Management of the Rockets finances.</li> <li>• Submission of all Pitch Fees, GFA fees and fines to the relevant bodies.</li> <li>• Preparation and presentation of yearly budget, Interim and Annual Financial Statements for audit and AGM. Authorised signatory for cheques.</li> <li>• Collection of signing on and playing fees.</li> </ul>
6	Secretary	2 Years	Elected by Committee	<ul style="list-style-type: none"> <li>• To provide administrative support for the Rockets, produce Minutes of Area AGMs, EGMs and Committee Meetings.</li> <li>• Represent the Rockets at Downs League meeting.</li> <li>• Keep the rockets records.</li> <li>• Management of communications with Membership and Committee.</li> <li>• Secretarial support as required.</li> </ul>
7	Assistant Secretary	2 Years	Elected by Committee	<ul style="list-style-type: none"> <li>• To provide additional Management support for the Committee.</li> <li>• Understudy the Secretary for succession purposes.</li> <li>• Deputies for Secretary as required.</li> </ul>
8	First Team Manager	2 Years	Elected by the Committee at the AGM	<ul style="list-style-type: none"> <li>• Responsible for all first team football matters, including team selection, team notification to the downs league and Referee payments</li> <li>• Communications of a football nature to the players.</li> <li>• Responsible for motivation and control of the first team squad.</li> <li>• Promote team spirit.</li> </ul>
9	Second Team	2 Years	Elected by the	<ul style="list-style-type: none"> <li>• Responsible for all second team</li> </ul>

	Manager		Committee at the AGM	<p>football matters, including team selection, team notification to the downs league and Referee payments</p> <ul style="list-style-type: none"> <li>• Communications of a football nature to the players.</li> <li>• Responsible for motivation and control of the second team squad.</li> <li>• Promote team spirit.</li> </ul>
<b>10</b>	Social Events Group Manager	1 Years	Elected by the Committee at the AGM	<ul style="list-style-type: none"> <li>• Responsible for arranging/organising social events for the Rockets members.</li> <li>• Organise the Annual Presentation Evening</li> <li>• Promotes The Rockets and actively seeks revenue streams.</li> </ul>
<b>11</b>	Auditors	1 Year	Elected by Membership at AGM	<ul style="list-style-type: none"> <li>• Responsible for audit of Area Financial Statements.</li> <li>• Duty of care.</li> <li>• Report any irregularities to the President and Chairman.</li> </ul>