**Wapping Football Club**

**Position Description – Parent Governor**

**JOB TITLE:**

Parent Governor (2 x vacancies per team)\*Please note this is a voluntary role

**OBJECTIVE:**

To overlook the management of the team and welfare of the players in their respective age category, whilst making sure that all off field matters are dealt with efficiently and timely. Provide assistance and insight in to the management of the team to the senior management. Work with the senior management to seek innovative and effective ways in developing the club and achieving organisational goals.

**RESPONSIBILITIES:**

* Work with senior officers in ensuring each team follows the club rules and implements the club policies.
* Overlook all coaches and volunteers and ensure they are following their role description
* Attend Governor Board meetings quarterly.
* Liaise with the parents and players of the team represented, acting as a liaison officer between the senior management and the individual team.
* Document any problems that arise between team members, parents, coaches and supporters and present these to the Secretary or Senior officers immediately.
* Represent all parents from the same team and bring any concerns to the Governor Board meetings.
* Assist Managers and coaches by ensuring all parents are on board and supportive of the team.
* Ensure parents turn up to matches to support the club and young people.
* Overlook and ensure monthly award scheme is followed.

**RELATIONSHIPS:**

* Reports to the Chairperson and Secretary.
* Supports the coach, committee and other support staff.
* Liaise with coaches, parents and players.

**ACCOUNTABILITY:**

The Parent Governors will report to the Chairman, Secretary and General Committee of the club.

**ESSENTIAL SKILLS:**

* Good organisation skills.
* Great communicator.
* Able to prioritise tasks.
* Passionate about the club and team.
* Understanding of the rules and regulations of the competition.
* Understand ways of innovating and developing the club.

The estimated time commitment required as a Parent Governor is up to 3 hours every 3 months.