



COMMITTEE ROLES AND RESPONSIBILITIES



ANU Women's Football Club Committee Roles and Responsibilities

Endorsed September 2026

Background

Behind every successful community sporting club is a strong, supported and sustainable volunteer Committee. ANU Women's Football Club is a volunteer-run club, and Committee members play an important role in ensuring the Club is well governed, financially sustainable, competitive on the field and a safe, welcoming and inclusive environment for women (cis and trans) and non-binary people.

Joining the Committee provides members with an opportunity to contribute to the future of ANUWFC, develop new skills, build relationships across the Club and broader football community, and help ensure ANUWFC continues to thrive.

This document describes the roles and responsibilities of ANUWFC Committee members.

Each Committee member is expected to:

- take responsibility for an agreed portfolio
- complete their responsibilities within reasonable timeframes
- communicate when workload or other circumstances affect their capacity
- support other Committee members where reasonably required
- contribute to collective decisions in the best interests of the Club.

ANUWFC recognises that Committee members are volunteers. Responsibilities should be distributed fairly, unnecessary administration should be avoided, and the Club should not rely excessively on individual volunteers.

How the Committee Works

Committee Structure

Executive Members

- President
- Vice-President
- Treasurer
- Secretary

Non-Executive Members

- ANU Sport Liaison
- Capital Football Liaison
- Communications and Sponsorships Coordinator
- Equipment and Merchandise Coordinator
- Events Coordinator
- Player Welfare Officer / Safeguarding and Member Protection Contact
- Registrar
- Coaches Coordinator
- General Representatives.

Specific portfolios may be combined, shared or redistributed by agreement of the Committee depending on volunteer availability and operational needs.

Whole-of-Committee Responsibilities

The Committee is collectively responsible for managing the affairs of ANUWFC, delivering the objectives of the Club and promoting its values. All Committee members are expected to:

Governance and Strategy

- support implementation of the ANUWFC Strategic Plan
- make decisions in the best interests of the Club as a whole
- comply with the ANUWFC Constitution and relevant ANU Sport, Capital Football and Football Australia requirements
- familiarise themselves with relevant ANUWFC policies, procedures and frameworks;
- identify and appropriately manage conflicts of interest
- protect confidential and sensitive information
- support appropriate record keeping and handover between Committee terms
- contribute to annual planning, review and improvement activities.

Values and Culture

Committee members are expected to model the ANUWFC values of: Inclusivity, Sportspersonship, Community, Support. All Committee members should:

- behave consistently with the ANUWFC Values and Club Behaviours Framework
- promote a respectful and inclusive club culture
- challenge discrimination, racism, bullying, harassment and inappropriate behaviour
- communicate respectfully with players, volunteers, stakeholders and each other
- support the inclusion of women (cis and trans) and non-binary people within ANUWFC
- consider the impact of decisions on player experience, belonging and wellbeing.

Safeguarding

Safeguarding is a shared responsibility. All Committee members should:

- understand the Club's Safeguarding Policy and Procedure
- know how members can raise a safeguarding concern
- refer safeguarding matters through the appropriate pathway rather than attempting to independently investigate serious matters
- take immediate safety concerns seriously
- protect appropriate confidentiality
- support the Club's nominated safeguarding and Member Protection contact.

The Committee collectively has responsibility for ensuring ANUWFC maintains appropriate safeguarding arrangements.

Player Wellbeing

Committee members should:

- consider player wellbeing when making decisions
- support an environment where players feel safe seeking help
- respect reasonable privacy and confidentiality
- avoid placing inappropriate pressure on injured or vulnerable players
- support accessible participation where reasonably possible
- refer health, mental-health and other professional matters to appropriate services rather than expecting Club volunteers to provide specialist support.

Inclusive Communication

When communicating on behalf of ANUWFC, Committee members should:

- follow the ANUWFC Inclusive Communications Guide
- use respectful and inclusive language
- protect personal and sensitive information
- avoid unnecessary assumptions about members' identities or circumstances
- ensure important information is communicated through appropriate channels
- represent ANUWFC professionally.

Environmental Sustainability

All Committee portfolios should consider simple and proportionate environmental measures where relevant. This includes:

- operating digitally where practical
- avoiding unnecessary printing and waste
- reusing equipment and materials
- considering sustainability when purchasing
- minimising unnecessary single-use products
- supporting practical environmental initiatives from ANU Sport and other facility providers.

Committee members are not expected to deliver environmental initiatives outside ANUWFC's reasonable control.

Stakeholder Relationships

All Committee members representing ANUWFC externally should:

- communicate respectfully and constructively
- maintain appropriate records of significant decisions or commitments
- avoid making commitments on behalf of ANUWFC without appropriate authority
- support positive relationships with ANU Sport, Capital Football, Football Australia, sponsors, community organisations and other clubs
- escalate significant strategic or reputational matters to the President or Executive.

Committee Meetings

Committee members are expected to:

- attend monthly Committee meetings wherever reasonably possible
- read relevant papers in advance
- participate constructively in decision-making
- complete agreed actions
- raise significant risks or issues affecting their portfolio
- communicate if they are unable to fulfil an action or responsibility.

Meetings may occur virtually or in person. ANUWFC may also make decisions electronically in accordance with the Constitution and agreed governance processes.

All Committee members have the voting rights provided by the ANUWFC Constitution.

President

Purpose of the Role

Provide strategic and operational leadership to ANUWFC and support the Committee to deliver the Club's objectives.

General Responsibilities

1. Promote the objectives, values and strategic direction of ANUWFC.
2. Lead implementation and annual review of the ANUWFC Strategic Plan.
3. Chair Committee meetings, the Annual General Meeting and Extraordinary General Meetings.
4. Support Committee members to understand their responsibilities and deliver their portfolios.
5. Promote a Committee culture that is respectful, collaborative and sustainable.
6. Lead significant strategic relationships, including with:
 - Capital Football, supported by the Capital Football Liaison
 - ANU Sport
 - Football Australia where appropriate
 - government bodies
 - other key external stakeholders.
7. Work with the ANU Sport Liaison on significant ANU Sport matters.
8. Lead significant Club advocacy and external representation.
9. Support proactive and appropriate resolution of significant conflicts or issues.
10. Ensure significant Club decisions and external commitments are appropriately authorised.
11. Support the Player Welfare Officer with significant player welfare and safeguarding matters while respecting appropriate confidentiality and conflicts of interest.
12. Ensure serious safeguarding or Member Protection matters are referred through the appropriate pathway rather than managed informally where inappropriate.
13. Support succession planning and handover across Committee portfolios.
14. Sign documents requiring the authorised signature of the Club President.

Preseason Responsibilities

- Set strategic priorities for the incoming Committee.
- Ensure Committee members receive appropriate induction.
- Confirm key governance, safeguarding and operational roles are allocated.
- Support the attraction and retention of suitable coaches.
- Support sponsorship and partnership activity.
- Work with the relevant football leadership to oversee trials and selections.
- Lead advocacy regarding competition structures and division allocations where required.
- Ensure the Club is operationally ready for the season.

Annual Responsibilities

- Coordinate a light-touch review of the Strategic Plan.
- Ensure key stakeholders receive appropriate strategic engagement.
- Support review of major Club risks.
- Ensure Committee succession and handover planning occurs before the AGM.

Vice-President

Purpose of the Role

Support the President and provide operational leadership across ANUWFC.

General Responsibilities

1. Support the leadership of the Club through the Committee Executive.
2. Act for the President where required.
3. Support strategic projects and significant Club initiatives.
4. Assist with relationships involving Capital Football, ANU Sport and other stakeholders.
5. Support interpretation and implementation of Capital Football competition regulations.
6. Assist coaches and team managers to understand match-day and competition requirements.
7. Support competition matters arising during the season, with the Capital Football Liaison.
8. Support implementation of the Club's Values and Behaviours Framework across football operations.
9. Assist with the resolution of lower-level operational or behavioural matters where appropriate.
10. Escalate welfare, safeguarding or serious disciplinary matters through the appropriate process.
11. Support annual Committee induction, governance and succession activities.

Preseason Responsibilities

- Support trials and selections.
- Review relevant competition requirements.
- Provide competition information to coaches and team managers.
- Support preseason risk and operational planning.
- Assist the President with Committee induction and strategic priorities.

Treasurer

Purpose of the Role

Maintain the financial sustainability, accountability and appropriate financial administration of ANUWFC.

General Responsibilities

1. Support the leadership of the Club through the Committee Executive.
2. Manage day-to-day Club finances.
3. Pay approved invoices and raise Club invoices.
4. Maintain accurate accounting and financial records.
5. Maintain appropriate records of expenditure and supporting documentation.
6. Provide regular financial updates to the Committee.
7. Prepare required financial statements and reports.
8. Lead annual budget development.
9. Support appropriate financial controls and approval processes.
10. Support sponsorship and fundraising financial administration.
11. Support relevant grant applications, administration and acquittals.
12. Support the Club's commitment to financial accessibility, including administration of approved payment-plan or financial-assistance mechanisms.
13. Incorporate reasonable sustainability considerations into financial and procurement advice where practical.

14. Work with Equipment and Merchandise and Events portfolios on purchasing and budget decisions.
15. Support appropriate financial risk management.

Preseason Responsibilities

- Prepare the annual Club budget.
- Review registration costs and financial assumptions.
- Support sponsorship planning.
- Support grant applications where appropriate.
- Confirm relevant financial assistance arrangements.

Postseason Responsibilities

Prepare the financial records and reports required by:

- ANUWFC
- ANU Sport
- Capital Football
- any other relevant body.

Secretary

Purpose of the Role

Support good governance, information management and effective Committee administration.

General Responsibilities

1. Support the leadership of the Club through the Committee Executive.
2. Manage key governance and administrative processes.
3. Coordinate the Club's central email inbox and allocate matters appropriately.
4. Maintain official Club records.
5. Provide secretariat support for Committee meetings and general meetings.
6. Maintain minutes, agendas, papers and action records.
7. Maintain effective electronic filing and shared document systems.
8. Maintain the Club's policy and document register.
9. Coordinate the scheduled review of Club policies, procedures, frameworks and plans.
10. Support implementation of the annual governance review calendar.
11. Maintain records demonstrating adoption and review of key Club Changer-related documents.
12. Support appropriate storage of confidential information.
13. Work with portfolio holders to ensure significant processes and procedures are documented for handover and continuity.
14. Support annual Committee induction.
15. Support the Club's digital-first approach and avoid unnecessary printing or duplicated administration.

Preseason Responsibilities

- Review relevant preseason administrative material.
- Support trials administration.
- Confirm key policies, contacts and governance information are current.
- Support Committee induction.
- Ensure key safeguarding, welfare and reporting information is available to volunteers.

Postseason Responsibilities

- Coordinate AGM administration and required ANU Sport documentation.
- Support annual policy and governance review.
- Archive key records for the season.
- Support Committee handover.

ANU Sport Liaison

Purpose of the Role

Maintain the operational relationship between ANUWFC and ANU Sport, particularly in relation to facilities, affiliation and Club requirements.

General Responsibilities

1. Build and maintain a strong working relationship with ANU Sport.
2. Manage field bookings and facility requirements.
3. Work with the Registrar on relevant ANU Sport membership information.
4. Support ANU Sport affiliation requirements.
5. Complete relevant activity approvals and risk assessments for football activities.
6. Communicate field allocations, closures and changes to relevant coaches and Committee members.
7. Attend relevant ANU Sport meetings.
8. Raise facility issues affecting:
 - player safety
 - accessibility
 - inclusion
 - amenities
 - environmental sustainability.
9. Report obvious facility issues such as water leaks, unnecessary lighting or waste concerns to the appropriate facility operator where practical.
10. Support at least one strategic engagement with ANU Sport each year, together with the President or relevant Executive member.
11. Recognise that ANUWFC does not own or operate its facilities and ensure expectations and commitments remain within the Club's reasonable influence.

Communications and Sponsorships Coordinator

Purpose of the Role

Coordinate clear, inclusive and purposeful communications that strengthen connection, promote ANUWFC's identity and support the Club's strategic objectives.

General Responsibilities

1. Implement the ANUWFC Marketing, Communications and Stakeholder Engagement Strategy.
2. Coordinate ANUWFC's core communications channels, including:
 - website;
 - email communications;
 - social media
 - other approved channels.
3. Maintain the website as the primary source of enduring Club information.
4. Use social media primarily for community engagement, promotion and storytelling.
5. Coordinate important whole-of-club member communications.

6. Follow the ANUWFC Inclusive Communications Guide.
7. Ensure communications reflect ANUWFC's values and commitment to women (cis and trans) and non-binary people.
8. Represent teams and players across different playing levels in Club communications.
9. Protect privacy and photography preferences.
10. Ensure essential operational or safeguarding information does not rely solely on social media.
11. Promote:
 - football activities;
 - player and coach development;
 - wellbeing resources;
 - mentoring and leadership opportunities;
 - events;
 - volunteer opportunities;
 - Club achievements; and
 - relevant Capital Football and Football Australia opportunities.
12. Lead implementation of ANUWFC's sponsorship and partnership activities.
13. Identify and approach prospective sponsors and partners whose values and activities are broadly compatible with ANUWFC.
14. Maintain relationships with existing sponsors and commercial partners.
15. Deliver agreed communications benefits for sponsors.
16. Support event promotion.
17. Respond appropriately to public enquiries received through Club platforms.
18. Coordinate media enquiries with the President or nominated spokesperson.
19. Maintain shared access to critical communications accounts to support continuity.
20. Maintain practical templates and processes for recurring communications.
21. Avoid unnecessary communication volume or unrealistic posting targets.

Preseason Responsibilities

- Review and update the website.
- Update Committee, coaching, registration and season information.
- Promote trials and vacancies where required.
- Communicate safeguarding, wellbeing and financial assistance information.
- Support coach and volunteer recruitment.
- Review existing sponsorship agreements and renewal dates.
- Confirm sponsor benefits for the upcoming season.
- Identify any gaps in the sponsorship portfolio.
- Prepare or update sponsorship proposals as required.
- Coordinate sponsor logos, website listings and preseason acknowledgements.
- Work with the Treasurer to confirm sponsorship invoices and payments.
- Brief relevant Committee members on sponsor commitments that affect their portfolios.

Annual Responsibilities

- Support the Player Experience Survey with relevant communications questions.
- Review communication channels and determine whether they remain useful.
- Review key website content at least annually.
- Support review of the Stakeholder Engagement and Communications Matrix.

Equipment and Merchandise Coordinator

Purpose of the Role

Manage ANUWFC equipment and merchandise in a way that supports football delivery, equity, financial sustainability and responsible use of resources.

Equipment Responsibilities

1. Purchase approved football equipment with appropriate financial approval.
2. Distribute equipment to coaches and teams.
3. Maintain an equipment register.
4. Monitor the condition and useful life of kits and equipment.
5. Recommend repair, replacement or retirement where required.
6. Ensure equipment is distributed equitably between teams.
7. Prioritise reuse and continued use of safe, serviceable equipment.
8. Avoid replacement solely for cosmetic reasons where items remain fit for purpose.
9. Consider durable and lower-waste purchasing options where practical and financially reasonable.
10. Explore donation, redistribution or responsible disposal of usable superseded items.

Merchandise Responsibilities

- Coordinate approved merchandise ranges.
- Manage stock and fulfil orders.
- Work with Communications on merchandise promotion.
- Avoid unnecessary over-ordering.
- Consider useful life, packaging and sustainability when selecting products.
- Maintain annual stocktake records.

Events Coordinator

Purpose of the Role

Coordinate inclusive, safe and financially responsible Club events that strengthen connection and community.

General Responsibilities

1. Develop and coordinate the Club's annual events calendar.
2. Organise approved social events and fundraisers.
3. Work with Communications on promotion.
4. Work with the Treasurer on budgets and financial management.
5. Coordinate venues, suppliers and volunteers.
6. Complete required activity approvals and event risk assessments.
7. Ensure Club events are consistent with ANUWFC values.
8. Consider:
 - accessibility
 - inclusion
 - transport
 - alcohol-free participation
 - participant safety
 - reasonable environmental sustainability measures.
9. Avoid event themes, activities or humour that stereotype or exclude people.
10. Use digital ticketing and communications where practical.
11. Minimise unnecessary printing, single-use decorations and waste.
12. Reuse event materials where practical.
13. Work with sponsors and partners where event activation is agreed.

Preseason Responsibilities

- Develop the annual event calendar.
- Confirm major event venues.
- Recruit an event/social subcommittee where helpful.
- Identify major event risks and requirements.

Player Welfare Officer / Safeguarding and Member Protection Contact

Purpose of the Role

Support player wellbeing and act as an accessible first point of contact for player welfare, safeguarding and Member Protection information. Where required, the Club should ensure an appropriately trained Member Protection Information Officer or equivalent contact is appointed.

General Responsibilities

1. Coordinate implementation of the ANUWFC Player Wellbeing Plan.
2. Promote player health, wellbeing and inclusion initiatives.
3. Maintain accessible channels for players to raise welfare concerns.
4. Help members understand available welfare, safeguarding and reporting options.
5. Coordinate implementation of the ANUWFC Safeguarding and Reporting Guide.
6. Support implementation of the Safeguarding Policy and Procedure.
7. Act as, or work closely with, the Club's Safeguarding Champion or equivalent role.
8. Provide information and support without acting as a counsellor, clinician or investigator.
9. Identify and escalate serious safeguarding matters through appropriate pathways.
10. Support players to understand injury insurance and relevant claims processes.
11. Maintain accessible player wellbeing information.
12. Support injury-prevention activities and relevant allied-health partnerships.
13. Coordinate the annual Player Experience Survey.
14. Review player feedback and identify recurring wellbeing or inclusion themes.
15. Support player retention and exit-feedback activities where practical.
16. Promote belonging and connection across the Club.
17. Support implementation of:
 - the Values and Club Behaviours Framework;
 - Respect and Anti-Racism Framework; and
 - relevant inclusion initiatives.
18. Maintain appropriate confidentiality in welfare matters.
19. Ensure relevant safeguarding and reporting contacts remain current.
20. Support appropriate Working with Vulnerable People compliance where applicable.

Preseason Responsibilities

- Confirm welfare and safeguarding contact information is current.
- Ensure players and coaches receive welfare and reporting information.
- Support coach induction on player wellbeing, safeguarding and expected behaviour.
- Promote evidence-informed injury prevention.
- Review relevant health and wellbeing resources.
- Support activities that promote belonging and inclusion.

Annual Responsibilities

- Coordinate the Player Experience Survey.
- Provide de-identified themes to the Committee where appropriate.

- Review the Player Wellbeing Plan.
- Review safeguarding and reporting information.
- Identify opportunities for reasonable improvements.

Registrar

Purpose of the Role

Coordinate player registration and ensure ANUWFC meets relevant Capital Football and ANU Sport registration requirements.

General Responsibilities

1. Act as the primary contact for registration enquiries.
2. Manage player registration with Capital Football and relevant systems.
3. Work with coaches and the Secretary to maintain accurate team lists.
4. Support team officials to use required competition systems.
5. Ensure registration information is clear and accessible.
6. Work with Communications to publish registration information.
7. Communicate respectfully and inclusively with prospective and existing members.
8. Protect personal information collected through registration.
9. Work with the Treasurer and appropriate Committee members where a member requires an approved payment plan or financial-support pathway.
10. Identify and escalate registration issues affecting inclusion or participant eligibility to the appropriate Committee member.
11. Support appropriate membership reporting to ANU Sport.

Preseason Responsibilities

- Review registration processes and requirements.
- Set registration dates.
- Coordinate team nominations and player registrations.
- Publish clear registration guidance.
- Attend required system training.
- Manage relevant transfer requirements.
- Work with the Committee to maintain sustainable team and membership numbers rather than pursuing unrestricted growth.

Capital Football Liaison

Purpose of the Role

Maintain a strong and constructive operational relationship between ANUWFC and Capital Football and coordinate routine competition, regulatory and club-development matters. The Capital Football Liaison supports the Club to meet competition requirements, access development opportunities and communicate effectively with Capital Football.

General Responsibilities

1. Act as a key operational contact between ANUWFC and Capital Football.
2. Build and maintain a constructive working relationship with relevant Capital Football staff.
3. Monitor and communicate relevant Capital Football information.
4. Work with the Registrar on:
 - team nominations
 - registrations

- team lists
 - player eligibility
 - borrowing or movement of players
 - other competition administration issues.
5. Work with the Vice-President and relevant football leads on the interpretation and application of competition regulations.
 6. Coordinate routine enquiries and correspondence with Capital Football.
 7. Maintain appropriate records of significant Capital Football advice, decisions and correspondence.
 8. Escalate significant strategic, reputational or advocacy matters to the President.
 9. Support ANUWFC participation in relevant Capital Football consultations, meetings and workshops.
 10. Work with the Communications Coordinator to share relevant Capital Football opportunities with members.
 11. Work with the Coaches Coordinator to promote relevant coaching education and development opportunities.
 12. Raise issues affecting women, trans women and non-binary participants through appropriate Capital Football channels where required.
 13. Attend relevant Capital Football club meetings, forums or briefings, or arrange another ANUWFC representative where necessary.

Preseason Responsibilities

- Review competition regulations and relevant seasonal updates.
- Confirm key Capital Football deadlines.
- Support team nomination and division-allocation processes.
- Support advocacy regarding division placement where required.
- Share relevant preseason information with coaches, team managers and the Committee.
- Support registration and team-list processes.
- Identify relevant Capital Football development, Club Changer or education opportunities.

During the Season

- Monitor competition communications.
- Support resolution of routine competition issues.
- Coordinate relevant team-list amendments or regulatory enquiries.
- Communicate significant changes to the appropriate ANUWFC portfolio holders.
- Attend or coordinate ANUWFC representation at relevant Capital Football meetings.

Postseason Responsibilities

- Identify significant competition or administrative issues to inform planning for the following season.
- Provide relevant feedback to Capital Football where appropriate.
- Support end-of-season consultation or review processes.

Coaches Coordinator

Purpose of the Role

Support ANUWFC to recruit, develop and retain capable coaches and create a consistent, positive and competitive coaching environment across the Club. The Coaches Coordinator acts as the primary operational contact for ANUWFC coaches and supports delivery of the Club's football-development priorities.

Where ANUWFC appoints a Technical Director or equivalent football-development role, the Coaches Coordinator will work closely with that person.

General Responsibilities

1. Coordinate coach recruitment for all ANUWFC teams.
2. Maintain regular contact with coaches throughout the season.
3. Support coaches to understand:
 - ANUWFC values
 - coaching expectations
 - player wellbeing responsibilities
 - safeguarding and reporting requirements
 - competition requirements
 - Club policies
 - available development opportunities.
4. Coordinate annual coach induction before the season.
5. Work with the Player Welfare Officer to ensure coaches understand:
 - player wellbeing
 - injury management expectations
 - safeguarding
 - inclusive practice
 - appropriate referral pathways.
6. Work with the Capital Football Liaison to identify and promote relevant coach
7. Encourage current and former ANUWFC players to explore coaching and assistant coaching opportunities.
8. Be a first point of contact for routine coaching questions or support needs.
9. Escalate significant player welfare, safeguarding, disciplinary or conflict matters to the appropriate Committee portfolio rather than attempting to resolve matters outside the role.
10. Support the President, Vice-President and relevant football leadership with trials, team selections and player-development planning.
11. Gather coach feedback to identify recurring operational or development issues.
12. Support coach recognition and retention.

Preseason Responsibilities

- Identify coaching requirements for the upcoming season.
- Recruit coaches and assistant coaches.
- Confirm coaching appointments as early as practical.
- Coordinate coach agreements or role expectations where applicable.
- Organise annual coach induction.
- Provide coaches with key Club information and resources.
- Work with the President, Vice-President and relevant football leadership on trials and team selections.
- Support coaches to understand player-selection expectations and timelines.
- Promote relevant accreditation and development opportunities.

During the Season

- Maintain regular check-ins with coaches.
- Share relevant development opportunities and resources.
- Support coaches with routine operational issues.
- Encourage consistent application of ANUWFC values and player-wellbeing expectations.

- Identify coaches who may benefit from mentoring or additional support.
- Gather feedback on player development and football operations.

Postseason Responsibilities

- Seek feedback from coaches about the season.
- Identify likely coaching vacancies for the following year.
- Support coach retention where appropriate.
- Identify development priorities for the following season.
- Record useful handover information.

General Representatives

Purpose of the Role

Provide flexible support across Committee priorities and develop experience in Club administration and leadership.

General Responsibilities

General Representatives will:

- attend Committee meetings
- support named portfolio holders where required
- contribute to Club projects
- assist during high-workload periods such as trials and major events
- participate in subcommittees where appropriate
- support implementation of strategic and Club Changer actions
- model the Club's values and expected behaviours
- take responsibility for agreed projects or actions.

General Representatives may also lead discrete projects such as:

- Club Changer initiatives
- environmental sustainability actions
- mentoring
- volunteer engagement
- stakeholder projects
- policy reviews
- events
- grants
- fundraising
- operational improvements.

This role should remain flexible and is an appropriate pathway for members who want to contribute without immediately taking responsibility for a major portfolio.

Shared Annual Governance Checklist

To keep the Club's strategic and Club Changer commitments manageable, the Committee should complete one simple annual review. The Committee should confirm that:

Strategy and Governance

- Strategic Plan priorities have been reviewed.
- Key policies and frameworks remain current.

- Committee responsibilities and handover documentation are current.
- Key organisational risks have been considered.

Safeguarding and Wellbeing

- Safeguarding and Member Protection contacts are current.
- Safeguarding and reporting information is accessible.
- Relevant volunteers have received appropriate induction.
- Player wellbeing resources are current.
- Player Experience Survey results have been reviewed.

Culture and Inclusion

- Values and Club Behaviours Framework remains embedded.
- Inclusive Communications Guide is being applied.
- Respect and Anti-Racism Framework remains current.
- Member feedback relating to inclusion has been considered.

Communications and Stakeholders

- Website and major member information is current.
- Stakeholder Engagement and Communications Matrix has been reviewed.
- Key ANU Sport and Capital Football relationships remain active.
- Sponsor commitments have been delivered.

Sustainability

- Reasonable environmental actions have been considered through normal Club activities.
- Equipment is being reused where practical.
- Facility sustainability matters have been raised with facility providers where relevant.

The intention is to incorporate these responsibilities into existing Committee processes rather than creating separate reporting structures for every plan or framework.

Committee Handover

Every portfolio holder should leave sufficient information for the next volunteer to perform the role effectively. Where relevant, handover should include:

- key contacts
- passwords or access arrangements stored appropriately
- current suppliers and partners
- recurring annual tasks
- important dates
- current projects
- relevant policies and procedures
- outstanding actions
- lessons that may help the next person.

No Club function should unnecessarily depend on information held only by one person.

Our Commitment as a Committee

ANUWFC Committee members are custodians of the Club. Our role is not simply to administer football. It is to ensure ANUWFC remains financially and operationally sustainable, competitive on the field and a safe, inclusive and supportive place where women (cis and trans) and non-binary people can participate, develop, lead and belong.

We will work collaboratively, communicate openly, support one another as volunteers and make decisions that strengthen ANUWFC for the people who are part of the Club today and those who will come after us.

Version control

Version 1.0 drafted August 2026.