



Volunteer Job Description

Position	Onslow Junior Football Club - Compliance Officer
Main Purpose of Role	The Committee Compliance Officer serves as the primary liaison with the Registrar of Incorporated Societies and is responsible for ensuring the Club's governance processes are compliant, transparent, and well-documented. This role supports the effective functioning of the Executive Committee (EC) and promotes alignment with the Club's Constitution, policies, and values. Work closely with the President to facilitate efficient governance and help drive a programme of work to support the framework underpinning the operations of the Club. https://is-register.companiesoffice.govt.nz/help-centre/running-your-incorporated-society/
Duties Include	Governance and compliance • Act as the Club's contact point for the Register of Incorporated Societies. • Notify the Registrar of any amendments to the Club Constitution. • Maintain an up-to-date register EC officers. • Develop and maintain a strong working knowledge of the OJFC Constitution, policies, and procedures. • Ensure proper filing and maintenance of all EC records, including any contracts, procedures, monthly reports, and job descriptions. Meeting coordination

- Establish and publish the annual meeting schedule, including booking venues (in person or online) for all meetings and the Annual General Meeting (AGM).
- Coordinate the cycle for submission of papers and reports to the EC, ensuring delivery no later than one week prior to meetings.
- Collaborate with the President to set meeting agendas and disseminate all materials in advance.
- Organise a note taker for each meeting and ensure minutes are delivered within three days.
- Confirm quorum at the start of each meeting.
- Maintain and update an Interests register
- Maintain and update the EC decision and action register.
- Follow up on outstanding actions and ensure key documents are maintained.

Annual General Meeting and Elections

- Call for and receive nominations for EC officer roles ahead of the AGM.
- Develop and distribute communications to the Club community regarding the AGM and nomination process.

Club Culture and Values

- Support the President in upholding The Onslow Way and RISE values.
- Promote these values through EC communications and committee conduct.

Police Vetting and Volunteer Safety

- Coordinate annual police vetting for volunteers at the start of each season.
- Maintain the register of vetted volunteers and set deadlines for new or expired vetting.
- Follow up with those collecting forms and those needing to be vetted to ensure compliance.
- Consider hosting an event or attend an early Player Development Programme session to facilitate vetting completion.

Health and Safety

- Ensure health and safety is a standing item on EC agendas.

	• Confirm youth coaches are vetted as required, informed of their contractor status, and paid regularly. Policy Review and Development • Assist the President in reviewing and consulting on policy updates. • Maintain the policy review calendar. • Liaise with the Operations Committee and relevant subcommittees on policy development and implementation.
Skills and Attributes	• Develop strong knowledge of relevant laws and regulations. • Good organisational and communication skills. • Ability to work collaboratively with different people and subcommittees. • Attention to detail • Set and meet deadlines • Be committed to the Clubs vision and values
Committee Role	Executive Committee Operational Committee
Delegated Financial Authority	No
Length of Appointment	12 months (AGM - AGM)