

FALKIRK SUPPORTERS SOCIETY LIMITED

Board Structure

Executive Function

This function exists to provide direction to the Society and ensure that the statutory requirements of being an Industrial and Provident Society are met effectively.

The **Society Chair** is to manage and maintain an efficient organisation, ensure that there is effective communication within the Society, and provide effective leadership for the Society.

The **Society Secretary** is to ensure that the Society follows up on its commitments, and complies with statutory requirements.

Internal Function

This function is critical to ensure that the Society maximises its financial potential and caters effectively to its members' needs.

The **Treasurer** administers the finances of the Society, keeping track of funds for reporting internally to the board and externally to auditors and regulators.

The **Membership Secretary** is responsible for communicating with the members on administrative matters and processing new applications, renewals and cancellations efficiently.

External Function

This function exists to maintain close and productive links, directly and via the media, with the Falkirk FC Rovers community and external networks.

The **Community Specialist's** primary responsibility is in the FSS Community Group, with close links to the Community Director on the board of the football club. This role also incorporates responsibility for Society-specific community events.

The **Communications & Media Specialist** ensures that all official communications from the Society are professionally prepared and issued, and accurately reflect the priorities and policies of the Society. As well as these proactive communications, this role is also the focal point for reactive media response.

The **Ambassador** maintains productive relationships with the wider football Society movement, and with the footballing authorities. Developments, trends and initiatives in these areas are monitored for applicability to and impact on FFC and the FSS.

Function

This function exists to ensure the FSS maintains its independence and has influence with the football club.

The **FSS Board Representative** is a position elected via the election process and co-opted onto the board of the Society. This role should be focussed on representing the investment on the board and the focal point of communications between the club and its support.

The **FSS Liaison** fulfils two roles – providing insight and visibility of club activities to the Society board and membership, and providing support to the FSS Board Representatives.

Role Profile – Society Chair

Current Role Holder:**Role Purpose or Summary:**

To manage and maintain an efficient organisation, ensure that there is effective communication within the Society, and provide effective leadership for the Society

Role Context**Routine Tasks:**

Convene board meetings (bi-monthly)
Participate in meetings (bi-monthly)
Co-ordinate meetings with the FC board (quarterly)
Organise Society AGM (annually)

Ad Hoc Tasks:

Organise Society meetings and events (logistics and content)
Liaise with other supporters groups on specific topics
Be the public face of the Society

Expertise Required:

Organisational Skills
Diplomacy and Teamwork
Vision and Leadership

Key Relationships:

FSS Board Representative
FSS Liaison
Local and national media
Communications & Media Specialist
Society Secretary

Role Profile – Society Secretary

Current Role Holder:**Role Purpose or Summary:**

To ensure that the Society follows up on its commitments, and complies with statutory requirements.

Role Context

Routine Tasks:

Record keeping for minutes (monthly board meetings, annual general meetings, etc)

Distribution of agendas and minutes for meetings

Storage of records (paper and electronic)

Completion of Annual Return

Ad Hoc Tasks:

Documentation of non-routine issues and events

Manage legal issues as they arise

Expertise Required:

Attention to Detail

Strong Moral Ethic

Key Relationships:

FSS Chair

Role Profile – Minute Secretary

Current Role Holder:**Role Purpose or Summary:**

To ensure that the Society meetings are recorded, all action points are clearly recorded and distributed to board members on time.

Role Context

Routine Tasks:

Record keeping for minutes at monthly board meetings, annual general meetings, Society workshops, etc.

Distribution and preparation of agendas and minutes for meetings.

Ad Hoc Tasks:

Documentation of non-routine issues and events

Expertise Required:

Attention to Detail

Good Social and Organisational Skills

Key Relationships:

Society Chair

Role Profile – Treasurer

Current Role Holder:**Role Purpose or Summary:**

To manage the finances of the Society and ensure that any emerging financial issues are flagged for attention at the appropriate time

Role Context**Routine Tasks:**

Reconcile funds (monthly)

Liaise with Membership Secretary and monitor direct debits to confirm that payments are up-to-date (monthly)

Arrange audit and provide info to auditor (annually)

Ad Hoc Tasks:

Advise FSS Chair and board of noteworthy trends in Society finances

Bank Society funds

Sign cheques

Register Loan Notes

Expertise Required:

Financial and Accounting Experience

Attention to Detail

Presentation Skills

Key Relationships:

FSS Chair

Membership Secretary

Role Profile – Membership Secretary

Current Role Holder:**Role Purpose or Summary:**

To promote the aims, objectives and concepts of supporters Society's, and grow the membership of the FSS by promoting it to prospective members

Role Context**Routine Tasks:**

Liaise with Treasurer to confirm that the membership database is up-to-date and corresponds with payments received (monthly)

Pick up mail from sorting office (weekly)

Ad Hoc Tasks:

Mailings to members

Process new memberships

Issue renewal letters

Ensure that there are adequate supplies of stationery, etc

Expertise Required:

Attention to Detail

General Database and Word Processing Experience

Key Relationships:

Treasurer

Communications & Media Specialist

Role Profile – Community Specialist

Current Role Holder:**Role Purpose or Summary:**

To promote the FSS's vision for community involvement, represent the FSS in the community, and identify appropriate opportunities for combined fundraising / community events

Role Context

Routine Tasks:

Attendance of FSS Community Group meetings

Ad Hoc Tasks:

Maintain community and supporter networks

Manage network of volunteers

Arrange community events

Arrange social events

Provide support at events

Merchandising

Expertise Required:

Strong Social Skills

Good Organisational Skills

Key Relationships:

FSS Board Representative

Role Profile – Communications & Media Specialist

Current Role Holder:**Role Purpose or Summary:**

To ensure a regular and open flow of communication between the FSS Board and the FSS membership, and with the general public via a variety of media

Role Context**Routine Tasks:**

Maintain FSS website (at least monthly)
Monitor website chat (weekly)
Update FSS info board (at least monthly)
Staff info table on matchdays (at every home game)

Ad Hoc Tasks:

Communicate with the media
Prepare fan briefings
Matchday distribution of briefings etc
Reply to FSS e-mails

Expertise Required:

Strong Interpersonal and Communications Skills
Good Writing Ability
Web Development Experience

Key Relationships:

FSS Chair
Local and national media

Role Profile – Ambassador

Current Role Holder:

Role Purpose or Summary:

To keep an eye on local and national FSS developments and relate them back to the FSS.

Role Context

Routine Tasks:

Ad Hoc Tasks:

Attend conferences, training & events (SD)

Liaise with other Societies

Represent members views to appropriate bodies (SFA, Exec, etc)

Expertise Required:

Good Interpersonal Skills

Flexible Free Time

Wider Vision of the Organisation

Key Relationships:

FSS Chair

Communications & Media Specialist

Role Profile – Social & Events Co-ordinator

Current Role Holder:**Role Purpose or Summary:**

To organise and co-ordinate FSS events and the FSS's participation in club and external events

Role Context

Routine Tasks:

Lead the Society's part in the "Show Racism The Red Card" fortnight of action (annual event taking place in October)

Involvement in the club's open day, taking place each close season

Ad Hoc Tasks:

Co-ordinate FSS social events as required

Support Society fundraising activities as required

Support fundraising events organised by other supporters groups

Expertise Required:

Good Social, Communication and Interpersonal Skills

Good Organisational Skills

Flexible Free Time

Key Relationships:

Communications & Media Specialist

Ambassador

FSS Board Representative

Other supporters groups

Role Profile – FSS Board Representative

Current Role Holder:**Role Purpose or Summary:**

To represent FSS investment on the board of the various FSS companies

Role Context

Routine Tasks:

Attend FFC / FFC board meetings / AGMs

Attend FSS board meetings / AGMs

Attend FSS meetings

Ad Hoc Tasks:

Provide information to the FSS supporters (either directly or via the Communications & Media function)

Provide information to the FSS Liaison on significant decisions / developments at the football club where appropriate

Expertise Required:

Good Social Skills

Good Communication Skills

Strong Vision for the Organisation

Key Relationships:

FSS Chair

FSS Liaison

Communications & Media Specialist

Role Profile – FFC Liaison

Current Role Holder:**Role Purpose or Summary:**

To ensure that the FSS maintains its independence and has influence

Role Context**Routine Tasks:**

Communicate with FSS re sponsorship (annually)

Ad Hoc Tasks:

Liaise with the FSS companies (via FSS Board Representative)

Monitor club activities

Expertise Required:

Attention to Detail

Financial and Organisational Experience

Legal or Company Law Experience

Key Relationships:

FSS Board Representative

FSS Chair