

Spencers Wood Football Club

Committee List

Listed below are all the current committee roles and those voted in for 26.27 season.

Position	Role Description	Voted for 2026/2027 season	Voted by
Chairperson	Chair committee meetings and AGM. Act as the ambassador for the club. Heads the committee and where required as a mediator. Be a contact for all volunteers and members. Attend external meetings to represent the club and steer the club in the direction. This includes relationships with Places Leisure, County FA, WBC, and other local clubs.	Dan Bunting	Carrie Naish Jo Rudd
Club Secretary	Principal administrator for the club. Being the first point of contact. Arranging all meetings including the AGM. Ensuring agendas and all documentation is available for the committee. Attending external meetings, if required.	Margherita Edney	Dan Bunting Katie Harber
Treasurer	Managing all income and expenditure. Receipt and banking. Paying all bills & recording information. Booking 3G. Ordering Christmas presents. Ensures funds are spent appropriately. Creating pitch training plan	Katie Harber	Margherita Edney James Curran

	Organise team sponsors & Invoicing Invoicing Fine		
Welfare Officer	Work with club volunteers to ensure carrying out all duty of care, DBS checks. Ensure that all volunteers carry the required qualifications and that they understand their duty of care. Be a point of contact for all children. To be clear about clubs' responsibilities for running activities for children and young people. Process red and yellow cards Work with county FA on all welfare matters. To be a support to the volunteers in the club. Additional responsibility - Insurance, Affiliation, Accreditation	Jo Rudd	Dan Bunting Jo Rudd
Registration Secretary	Entering teams, club & coaches into EBFA and FA league. Setting up & managing registration online system. Communicating and assisting coaches/parents/carers with the registration process, including international clearances and in season transfers.	Katie Harber Margherita Edney (ITCs only)	Carrie Naish Dan Bunting
Fixtures Secretary	Organising location, KO & referees for U7 -U18 games. Booking grass pitches	Carrie Naish	Matt Carpenter Margherita Edney

Website, Newsletter & communication	To manage all communications channels including local press, website and social media sites. Liaise with committee members and volunteers to ensure correct and suitable content.	Social media - Claire and Matt Carpenter Website - Katie Harber	Katie Harber Sean Trim-Coleman
Fundraising & Social, sponsorship	To identify opportunities for fundraising and social events. To organise and run the annual presentation.	Naomi Stone	Jo Rudd Dan Bunting
General Committee Members	Attend meetings, provide further support to roles and take on tasks where required	James Curran Sean Trim-Coleman Dan Pitt	
Further roles	Ordering trophies for presentation day and organising on the day Oversee Mini kickers	Dan Pitt, carry to train and handover 26/27 Matt Carpenter and Sean Trim-Coleman	