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AUDIENCE

All financial members and the general public.

This statement contains important information about the responsibilities of position holders.

Records Manager

28.1 Subject	Club statement on the responsibilities and duties of the position of Records Manager.
28.2 Purpose	To inform members and interested parties of the duties, functions and responsibilities of position holders of the club.
28.3 Principle	At the Brindabella Blues Football Club we aim to improve control and management of the operations of our position holders, coaches and managers and for the continual improvement and benefit of players and members.
28.4 Duties	<p>The Records Manager's responsibilities include:</p> <ul style="list-style-type: none"> 1 a) Controlling and managing the introduction, drafting and amendments of club policies. 1 b) Creating and enforcing records policies, including a classification system and a records retention policy. c) Developing a records storage plan, which includes the short and long-term housing of physical records and digital information. 2 d) Identifying existing and newly created records and then storing them according to standard operating procedures. 3 e) Coordinating access and circulation of records within and even outside of the BBFC organisation. f) Executing a retention policy to archive and destroy records according to operational needs, operating procedures, statutes, and regulations. g) Implementing the Documentation Control policy as determined by the Management Committee. h) Providing reports to the Management Committee on matters relating to record management.

<p>28.4 Duties con't</p>	<ul style="list-style-type: none"> i) Attending club meetings as so required or directed by the Management Committee. j) print and forward to the Junior Coordinator packs of canteen vouchers for "Player of the Match" awards. k) printing and distributing to the Junior Coordinator or age coordinators, referee voucher booklets for reimbursement of fees for use at competition matches.
<p>28.5 Reference Codes</p>	<p>1 = Doc No: OP12 – Documentation Control. 2 = Doc No: OP6 – Privacy. 3 = Doc No: OP11 – Gifts and Gratuities.</p>