



Welcome to Murdoch's Job Description!



Being a Team's Murdoch is one of the most rewarding things you can do.

You have to be dedicated, organised and most importantly of all - really believe in what your team does. The role of Murdoch exemplifies all this and more. You are about to undertake a very exciting, but demanding role! It is the Murdoch's responsibility to handle the logistics. However, they must also have their eye on the bigger picture. They need to know exactly how to get things to the right place at the right time for the right money and be able to plan accordingly. Along with a trustee of ASAP, you will be responsible for ensuring that the Team's equipment, transport and other resources are used responsibly and to benefit it's members.

Make a plan:

- A believable achievable 5-8 week plan of activities
- Detail dates of matches and training sessions including venue and permission to use for hall and pitch hire.
- Clear appreciation of the transport requirements
- Management of assets (i.e. Football and kit)

Controls

- Collate risk assessments
- Permission forms for travelling
- Completed membership forms
- Volunteers comply with ASAP's vetting procedures

Records:-

- Exit Questionnaires (participants, managers, coaches)
- Attendance sheets

Procurement:-

- Transport
- Trophies
- Training

Understanding broader picture

Helping the team to plan is another key aspect of the role. This involves being aware of your Team's key objectives, organising activities accordingly and working within ASAP's policy and procedures.

Reviewing activities & events

An effective Murdoch is always mindful of what works and what needs improving, especially in terms of our operations. You should never keep doing something just because you have always done it. It is important that we continuously look to review our processes and improve on our learning experiences.

TOP TIP!

Don't be afraid to ask for advice! ASAP are always more than happy to provide guidance with management, event and activity planning, committee issues or membership queries. The Finance office is also there to assist you. If we don't know the answer we will happily put you in contact with the right person!