



ILEAN Memorial Kids & Teenagers Club

LEADERSHIP STRUCTURE

1. Patron / Advisor

Responsibilities:

- Provides guidance and support to the club
 - Advises leadership on major decisions
 - Promotes the vision and values of the club
-

2. Club Chairperson

Responsibilities:

- Overall head of the club
 - Oversees all club activities and operations
 - Chairs meetings and official events
 - Ensures discipline and proper management
-

3. Vice Chairperson

Responsibilities:

- Assists the Chairperson
 - Acts on behalf of the Chairperson when absent
 - Coordinates club programs and activities
-

4. Secretary

Responsibilities:

- Keeps club records and documents
 - Prepares meeting minutes
 - Handles communication and notices
 - Maintains membership information
-

5. Treasurer

Responsibilities:

- Manages club finances
 - Keeps records of fees and contributions
 - Prepares financial reports
 - Ensures accountability of club funds
-

6. Sports & Activities Coordinator

Responsibilities:

- Organizes sports and recreational activities
 - Coordinates tournaments, games, and training
 - Supervises coaches and activity leaders
-

7. Welfare & Child Safety Officer

Responsibilities:

- Ensures child safety and wellbeing
 - Handles welfare concerns of members
 - Coordinates emergency and health matters
 - Promotes discipline and positive behaviour
-

8. Events & Tours Coordinator

Responsibilities:

- Organizes trips, tours, competitions, and events
 - Coordinates transport and meals arrangements
 - Communicates event schedules and requirements
-

9. Media & Communications Officer

Responsibilities:

- Manages club social media and publicity
 - Takes photos/videos during activities
 - Promotes club programs and announcements
-

OPTIONAL ADDITIONS

Depending on club growth, the following may also be added:

- Coaches/Trainers
 - Team Captains
 - Assistant Secretary
 - Assistant Treasurer
 - Parent Representative Committee
-

GENERAL LEADERSHIP PRINCIPLES

All leaders shall:

- promote child safety,
 - act with integrity and professionalism,
 - encourage teamwork and discipline,
 - protect the reputation and interests of the club,
 - and ensure fairness to all members.
-

TERM OF LEADERSHIP

- Leaders may serve for a period determined by the club management or constitution.
 - Leadership changes may be made for the improvement of the club.
-

Club Name: _____

Effective Date: ____ / ____ / 2026