



**NATIONAL CLUB
ACCREDITATION SCHEME**



Mount Colah Football Club

Position Description - Member Protection Information Officer

JOB TITLE:

Member Protection Information Officer

OBJECTIVE:

The Member Protection Information Officer (MPIO) plays a key role in ensuring that the club provides a safe, fair and inclusive environment for all players.

RESPONSIBILITIES:

- Complete the online Member Protection Information Officer Course which can be found at <https://learning.ausport.gov.au/auth/login/?returnUrl=%2F>
- Ensure the implementation of Member Protection Policies which include the complaints policy and procedures, child protection policies, harassment and discrimination policies.
- Provide information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern.

RELATIONSHIPS:

- A close relationship with the Executive Committee is required so that issues can be addressed.
- Interactions with committee members, coaches, managers and players.

ACCOUNTABILITY:

The Member Protection Information Officer is accountable to the Executive Committee. The time commitment is on an as needed basis.

ESSENTIAL SKILLS:

- Be approachable.
- Good listening skills.

<INSERT MF LOGO>

MEMBER FEDERATION NAME
Member Federation Postal Address
Member Federation Street Address
T MF Phone
F MF Fax
MF Website
MF Generic E-Mail



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DESIRABLE SKILLS:

- Empathy.
- Communication and negotiating skills.
- Desire to help others.

<INSERT MF LOGO>

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