



President Position Summary

Purpose

The role of the President is to provide leadership, guidance and support to the committee and its members. The President, with the support of the committee and Netball NSW, drives the sustainability and growth of netball in the Association and ensures the successful facilitation of competitions and representative pathways.

Responsibilities

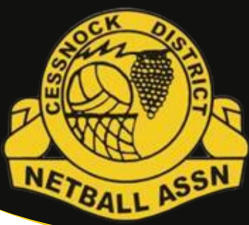
- Chair committee meetings to ensure they are run effectively and efficiently – including the creation of an agenda.
- Ensure committee members are fulfilling their responsibilities.
- Assist committee when required.
- Be a spokesperson and represent the organisation at all levels (local, regional, state and national).
- Oversee/facilitate planning strategy and budgeting.
- Assist in succession planning and promoting the development/upskilling of committee members.
- Proactively review organisation constitution, by-laws, policy and competition rules when required.
- Report on the committee activities to members at the AGM.
- Ensure appropriate WHS, risk management, smoke-free, sun smart processes are in place and followed.
- Act as a signatory for the organisation in all legal and financial purposes.
- Communicate regularly and systematically to the members.

Skills Required

- Knowledge of all organisation activities, roles and responsibilities.
- Personable, approachable and good at building and managing relationships
- Be a good role model and positive face of the organisation
- Competent public speaker
- Ability to delegate
- Leadership experience
- Experience in planning and operations
- Receptive and open to change
- Effective communication
- Strong understanding of the legal and compliance obligations of running the organization

Pre-Requisites

- Must have experience working with children
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working with Children Check
- First Aid Certificate (Desirable)



Vice President Position Summary

Purpose

The role of Vice President is to shadow the President in providing leadership, guidance and support to the committee and step into the president's role when needed.

Responsibilities

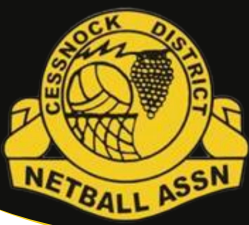
- Assisting the President and performing other duties as needed
- Step into the President's role if they cannot fulfil their role
- Chair meetings if required
- Coordinate planning to ensure plans are developed, presented, implemented and reviewed.
- Represent the organisation if required
- Other duties as nominated by the President/Committee
- Be an alternate signatory for the organisation for legal and financial purposes

Skills Required

- Willing to step into the President's role when needed
- Knowledge of all organisation activities, roles and responsibilities
- Personable, approachable and good at building and managing relationships
- Be a good role model and positive face of the organisation
- Competent public speaker
- Ability to delegate
- Leadership experience
- Experience in planning and operations
- Receptive and open to change
- Effective communication skills
- Strong understanding of the legal and compliance obligations of running the organisation
- Report writing skills

Pre-Requisites

- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working with Children Check
- First Aid Certificate (Desirable)



Secretary Position Summary

Purpose

The Secretary is responsible for the documentation and communication of activities of/to the committee. The Secretary is the primary administration officer of the committee and provides the links between the committee and members and/or general public.

Responsibilities

- Receive all correspondence and respond or forward on where necessary to the appropriate committee member, including management of Association email address.
- Prepare and submit annually; Netball NSW affiliation form and statements required by the incorporation act
- Assume the role of Publicity Officer if there is not a separate position on the committee
- Maintain a register of contact information for life members, affiliated clubs, council and proxy delegates
- Prepare an administration report for the AGM and Executive Committee report to council
- Arrange insurance against loss, damage to or liability of the organisation by reason of fire, accident or otherwise
- Assist in preparing grants, funding or sponsorship proposals if there is not a separate position on the committee
- Establish and update organisational calendar
- Preparing and sending correspondence at the request of the President or committee
- Calling for and receiving nominations for committee members and other positions at the AGM
- Keep records of all inward and outward correspondence and maintain files of legal documents
- Receiving and maintaining club, membership and Working with Children Checks records
- Prepare, distribute and file agendas/minutes of all committee and general meetings of the organisation

Skills Required

- Organised and able to multi-task
- Good computer skills
- Good communication skills
- Handle matters with confidentiality and discretion
- Good attention to detail
- Able to delegate tasks
- Report writing experience

Pre-Requisites

- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working with Children Check
- First Aid Certificate (Desirable)



Treasurer Position Summary

Purpose

The role of the Treasurer is to be responsible for the financial supervision of the organisation in order to allow the committee to provide good governance. The Treasurer is responsible for reporting on financial status of the organisation to the committee on a regular basis and the members in the annual report and at the AGM.

Responsibilities

- Provide advice to the committee in their management of the organisation's finances
- Lead the annual budget process and provide an annual budget to the committee for approval
- Keeping a record of all assets, liabilities and properties of the organisation and ensuring Netball NSW property insurance has sufficient cover for the organisation
- Keeping necessary books of accounts and produce them at the request of council or individual members
- Receiving all monies payable to the organisation and issuing receipts
- Banking all monies within 7 days of receipt
- Paying accounts passed and other accounts as necessary and having these ratified at the necessary meeting
- Arranging and dispatching invoices for payment as required
- Submitting a written financial summary within the annual report each year and completing paperwork to maintain incorporation
- Paying the annual Netball NSW fees by the due date
- Being a signatory on organisation accounts
- Keep accurate records of membership payments
- Support any required auditory procedures
- Prepare regular bank account reconciliations
- Be responsible for managing petty cash and preparing budgets
- Ensure any surpluses are invested wisely after approval by the committee
- Ensure all taxation commitments are completed by the organisation
- Use PlayHQ to set up online registrations for player memberships in conjunction with the registrar

Skills Required

- Good organisational and communication skills
- Financial management/accounting experience
- Maintain accurate records and has good attention to detail
- Honest and trustworthy
- Good computer skills

Pre-Requisites

- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working with Children Check
- First Aid Certificate (Desirable)



Canteen Coordinator Position Summary

Purpose

The Canteen Coordinator will provide an appropriate canteen service for each round of the season ensuring profitable management and operation.

Role may be undertaken jointly in partnership (team of 2) if required.

Responsibilities

- Ensure an adequate food safety plan is in place and followed
- Ensure canteen equipment is available and in working order
- Establish a menu which provides variety in offerings and appeals to the target market
- Manage stock purchase aiming for the best (not necessarily the cheapest) prices
- Account for all purchases and receipts
- Manage Canteen staff (volunteer roster)
- Maintain a budget and provide a report for the treasurer and committee

Skills Required

- Effective Organisational, Communications and Interpersonal skills
- Money handling skills (desirable)

Pre-Requisites

- Food Safety Supervisor Certificate
- First Aid Certificate (Desirable)
- Must have experience working with children
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working with Children Check



Coach Coordinator Position Summary

Purpose

The Coach Coordinators role is to attract, mentor and retain coaches within an Association and encourage them to continually advance their coaching accreditation. A Coach Coordinator will also support their clubs to do the same.

Role may be undertaken jointly in partnership (team of 2) if required.

Responsibilities

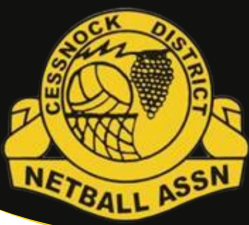
- Organise a preseason meeting to go through the rules, code of conducts and expectations of coaches for the season
- Organise development opportunities including courses and mentoring
- Encourage coaches to work towards the next accreditation when they are ready
- Keep a record of Association coach years of service and accreditation
- Identify senior coaches to take up mentoring roles
- Regularly communicate relevant information provided by Netball NSW to clubs and/or coaches

Skills Required

- Effective communication skills
- Sound computer skills
- Well organised
- Experience in mentoring
- Knowledge of the Netball Coach Accreditation Framework (or willingness to acquire)

Pre-Requisites

- First Aid Certificate (Desirable)
- Must have experience working with children
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working with Children Check
- Hold a valid Netball Australia Coach Accreditation



Registrar Position Summary

Purpose

The role of the registrar is to supervise and be responsible for the proper registration of all members. This involves all elements of the registration process, including the setup of PlayHQ registration forms, the conduct of registration/information days and the proper recording of individual details. Role may be undertaken jointly in partnership (team of 2) if required.

Responsibilities

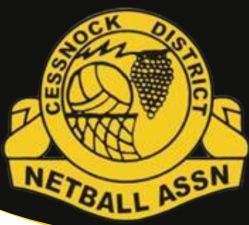
- Setting the registration period each year and once approved by the committee promoting this to previous members and general public (in conjunction with Publicity & Marketing Coordinator)
- Set up all competitions and registration forms in PlayHQ
- Set up and manage all competition draws and results
- Provide team reports when required to other executive (eg grading coordinator, umpire coordinator)
- Manage enquiries via email, facebook, in person
- Manage registrar email address & reply to enquiries promptly
- Taking responsibility for the compilation of the membership and insurance reports
- Managing the de-registration process for players on request from teams
- Develop and maintain strategies for the ongoing expansion of the membership base
- Develop a proposal for membership fees each season, in conjunction with the Treasurer
- Follow up with members from previous years who have not re-registered
- Complying with the Privacy Act regarding all membership information
- Ensure members are registered via PlayHQ for all competitions
- Maintain a register of teams and players

Skills Required

- Good planning and organisational skills
- Good communication skills
- Well-developed computer skills

Pre-Requisites

- First Aid Certificate (Desirable)
- Must have experience working with children
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working with Children Check



Representative Coordinator Position Summary

Purpose

The Representative Coordinators role is to organise and coordinate all aspects of the Association Representative program to support the teams in achieving their desired outcomes.

Role may be undertaken jointly in partnership (team of 2) if required.

Responsibilities

- Organise and promote trial days
- Coordinate training days, time and court allocations
- Responsible for registration of Representative teams and officials into competitions and Carnivals
- Allocation of umpires (in conjunction with Umpire Coordinator) for each team participating at these events.
- Be the contact person for Netball NSW
- Sourcing and booking accommodation and transport when required for all representative competitions (including tents for State Titles)
- The stocktake, ordering, storage, distribution and collection of representative teams equipment and uniforms
- The collection of representative player expressions of interest
- Communication of important information to representative players/ parents
- Looking out for the well-being of Representative players and officials at all times
- In conjunction with the Treasurer set annual Representative player fees and assist in collection of fees
- Coordinate meetings for players, parents and officials as required

Skills Required

- Effective communication skills
- Sound computer skills
- Well organised
- Experience as an official of a representative team

Pre-Requisites

- First Aid Certificate (Desirable)
- Minimum Foundation Coaching Accreditation
- Select For Netball Success Accreditation
- Must have experience working with children
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working With Children Check



Umpire Coordinator Position Summary

Purpose

The Umpire Coordinators role is to attract, mentor and retain umpires within an Association and encourage them to continually advance their umpiring accreditation. An Umpire Coordinator will support their clubs to do the same.

Role may be undertaken jointly in partnership (team of 2) if required.

Responsibilities

- Organise a preseason meeting to go through the rules, code of conducts and expectations of umpires for the season
- Organise development opportunities including coaching and mentoring
- Encourage umpires to be tested for the next badge when they are ready
- Allocate umpires for Association and Representative competitions
- Responsible for registration of officials into representative competitions (in conjunction with Representative Coordinator)
- Keep a record of umpire years of service and badge level
- Identify senior umpires to take up mentoring roles
- Regularly communicate relevant information provided by Netball NSW to clubs and/or umpires

Skills Required

- Effective communication skills
- Sound computer skills
- Well organised
- Experience in mentoring

Pre-Requisites

- Hold a National Umpiring Badge (Desirable)
- First Aid Certificate (Desirable)
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working With Children Check



Sponsorship Coordinator Position Summary

Purpose

The Sponsorship Coordinator is responsible for maintaining relationships with current sponsors as well as looking to attract new sponsors.

Role may be undertaken jointly in partnership (team of 2) if required.

Responsibilities

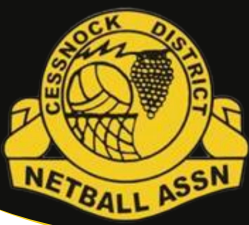
- Develop sponsorship proposals and packages
- Service current sponsors to ensure their repeat support
- Ensure all aspects of sponsorship agreements are honoured
- Put in place strategies to find and secure new sponsors
- Ensure all sponsors are appropriately recognised
- Invite sponsors to attend special events (i.e. Grand Final, Season launch)

Skills Required

- Organised and professional
- Good negotiation and relationship building skills
- Sound written and verbal skills
- Attention to detail
- Time management skills

Pre-Requisites

- First Aid Certificate (Desirable)
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working With Children Check



Fundraising & Merchandise Coordinator Position Summary

Purpose

The Fundraising & Merchandise Coordinator is responsible for developing and implementing fundraising strategies, and merchandise management.

Role may be undertaken jointly in partnership (team of 2) if required.

Responsibilities

- Organise fundraising events and activities in conjunction with committee
- Liaise with Sponsorship Coordinator to ensure relationships with donors, sponsors and community partners is maintained
- Communicate with Publicity & Marketing coordinator to promote fundraising events, activities and merchandise
- The stocktake, ordering, storage, advertising and distribution of merchandise items
- Manage budget for fundraising activities and merchandise in conjunction with Treasurer
- Oversee the design, production and distribution of branded merchandise
- Ensure merchandise aligns with brand guidelines and appeals to our community base

Skills Required

- Organised and professional
- Good negotiation and relationship building skills
- Sound written and verbal skills
- Attention to detail
- Time management skills

Pre-Requisites

- First Aid Certificate (Desirable)
- Experience arranging fundraising events within community sports/nonprofit (Desirable)
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working With Children Check



Grants Coordinator Position Summary

Purpose

The Grants Coordinator is responsible for constructing and applying for relevant grant opportunities as they arise.

Responsibilities

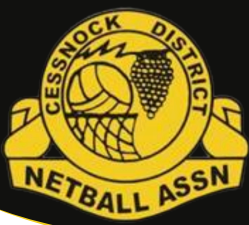
- Identify, develop and apply for relevant grants from government bodies, foundations and other funding sources.
- Manage the grant application process from start to finish, ensuring compliance with all requirements and deadlines.
- Communicate with committee to gather necessary information and insights for grant proposals
- Monitor and track grant funding received, ensuring proper utilisation and compliance with reporting requirements

Skills Required

- Organised and professional
- Strong writing and communication skills, to craft clear, persuasive proposals
- Attention to detail
- Time management skills

Pre-Requisites

- First Aid Certificate (Desirable)
- Experience in grant writing/management or fundraising within community sports/nonprofit (Desirable)
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working With Children Check



Carnivals Coordinator Position Summary

Purpose

The Carnivals Coordinators role is to organise and coordinate all aspects of the Association Carnivals. Typically 3 per year (Representative, All-Age Gala Day and Primary Schools Cup). Role may be undertaken jointly in partnership (team of 2) if required.

Responsibilities

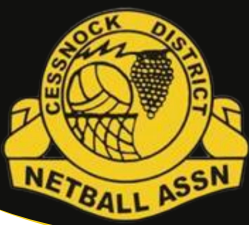
- Organise and oversees all aspects of carnival days using guidance provided
- Coordinate promotion of carnival days & notification to residents (in conjunction with Publicity & Marketing coordinator)
- Allocation of umpires (in conjunction with Umpire Coordinator) for each team participating at these events.
- Be the contact person for enquiries
- Manage Carnivals email address and reply promptly
- The collection of team expressions of interest
- Communication of important information to participating teams/schools
- In conjunction with the Treasurer set team registration fees and assist in collection of fees
- Coordinate meetings for volunteers and officials as required
- In conjunction with Registrar set up all carnivals and registration forms in PlayHQ and manage carnival draws and results

Skills Required

- Organised and able to multi-task
- Good computer skills
- Good communication skills
- Good attention to detail
- Able to delegate tasks

Pre-Requisites

- First Aid Certificate (Desirable)
- Must have experience working with children
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working With Children Check



General Committee Member Position Summary

Purpose

The General Committee Members role is to assist with and collaborate in shaping and supporting initiatives, program and events to promote the Association and Netball in the local area.

Responsibilities

- Participate in committee meetings - contribute ideas, insights (approx **X** per year)
- Collaborate with fellow committee members to develop, plan and execute programs and events
- Engage with players, parents & community members to foster relationships and gather feedback on current programs
- Assist in organising and running of weekly games, fundraising events, development programs and carnivals where possible
- Contribute to logistical planning, volunteer recruitment and event-day operations where possible
- Support promotional efforts to raise awareness of initiatives and achievements

Skills Required

- Passion for Netball and community involvement
- Communication skills

Pre-Requisites

- First Aid Certificate (Desirable)
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working With Children Check