



President

To ensure the efficient running of all operations of the club

Duties:

- be well informed of all club activities
- be aware of the future directions and plans of club and club members
- have a good working knowledge of the club rules and the duties of committee members
- attend monthly meetings
- manage committee and/or executive meetings
- manage the club annual general meeting
- be the supportive leader for all club members and sub committees
- act as a facilitator for club activities
- ensure that planning and budgeting for the future is carried out in accordance with the wishes of club members
- to present the Annual Report at the Annual General Meeting
- be approver on club account (with at least one other Executive Member)

Notes....

It is essential to be available to listen and give advice regarding all concerns and issues. This person must have excellent communication skills, a good understanding of netball at club level and an interest in all aspects of the workings of the club.

Vice President

To support and mentor all committee members in the efficient performance of their roles

Duties:

- to support the President and fill in if President is unavailable
- be well informed of all club activities and familiar with President's role
- attend monthly meetings
- chair meetings when President absent
- may be the signatory on club cheques (with at least one other)
- be supportive of all club members and sub committees
- have a good working knowledge of the club rules and the duties of committee members

Notes....

As with the President's role, it is essential to be available to listen and give advice regarding all concerns and issues. This person needs to be someone who has good people skills and an interest in all aspects of the workings of the club.

Treasurer

Responsible for the financial management of the club

Duties

- issuing receipts and promptly depositing all monies received
- making all payments on a timely basis and keeping accurate up to date records of income and expenditure
- to be the signatory on the club account (with at least one other)
- to invoice groups or members for fees, uniforms, costs etc and ensure that all monies are collected in a timely manner
- being fully informed about the financial position of the club at all times

- to prepare budgets for the forthcoming year describing potential sources of income and expenditure
- to present a breakdown of income and expenditure to the management committee on a regular basis
- preparing and presenting a full set of financial statements for the AGM
- liaise with accountants to ensure timely audit of books and records
- attend monthly meetings
- be supportive of all club members & sub committees

Notes....

Interest in financials and some basic bookkeeping/spreadsheet abilities.

Secretary

Administrator of the club providing coordination links between members, club executive and WDNA

Duties

- To call meetings of the club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the executive committee of the club
- To keep minutes of each meeting
- To attend monthly meetings
- To keep copies of all correspondence and other documents relating to the club
- To be supportive of all club members and sub committees
- To send out communications to members keeping them up to date
- To sight all coaches and managers blue cards and manage the spreadsheet where this information is stored

Notes....

This active role requires a good understanding of the club and Association rules.

Registrar

Registration co-ordination link between members, club executive and WDNA

Duties

- Good working knowledge of **mynetball** database or the capacity to learn the database to create registration products and registration forms for the upcoming season
- To ensure the complete and accurate maintenance of club registrations for the season in mynetball
- To manage start of season registrations for new and existing members
- To provide the St Joseph's grading committee with registration lists of each age group at the appropriate time
- To acquire team lists from Grading Convenor once teams are finalised and send these team lists to WDNA by the due date for paper grading.
- Ensure all season age policies are sent to WDNA by the due date.
- To provide all executive members with full team lists and relevant contact information.

Coaching Coordinator

Responsible for the management and development of the club's coaching program and training. Ideally the nominee will be an accredited netball coach with extensive experience in junior/senior coaching.

Duties:

- Appoints all coaches to teams with the coaching subcommittee.
- Assisting coaches through the provision of training courses or resources to ensure that all teams are being provided with safe and well-organised coaching.
- Mentoring coaches throughout the season when required.

- Arranging regular meeting with coaches and managers to ensure they are aware of their roles and responsibilities.

Umpires' Convenor

Responsible for developing our players into competent and confident umpires

Duties:

- Co-ordinate roster for umpires for the season
- Organise the weekly roster for umpire duty for all St Joseph's games
- Co-ordinate and liaise with St Joseph's netball umpires to ensure they are informed of their umpiring duties on a weekly basis
- Responsible for co-ordination of recruitment and ongoing development of the St Joseph's umpires
- Liaise with WDNA and nominate appropriate umpires for badging
- Attend monthly meetings (as required)
- Ensure umpires that are engaged are paid each week according to ability/experience

Equipment Convenor

Responsible for ordering and distribution of the club's uniforms and stock to the club's members.

Duties:

- Complete stocktake of all equipment at the end of the netball season
- Order any new equipment required
- Organise distribution of equipment to coaches before the season commences
- Ensure the equipment bags and first aid kits are kept fully stocked
- Attend meeting/s prior to season commencement

Merchandise Convenor

Responsible for ordering and distribution of the club's uniforms and stock to the club's members.

Duties:

- Source uniform items and prices as needed
- Distribute uniform items as needed
- Take orders and organise new uniforms for the start of the season
- Liaise with treasurer with regards to collection of money and distribution of uniforms
- Complete stocktake at the end of the season

Notes....

The majority of the workload is early in the season, during recruitment and grading fixtures.

WDNA Delegates Subcommittee

Description

- Represent St Joseph's Netball Club at WDNA's meetings and AGM
- Have knowledge of how our club operates and what our club's values are so representation of our club is in line with our members wishes
- Attend monthly meetings (as needed – particularly following WDNA meetings to offer feedback/reports from WDNA)
- A strong understanding of netball and association procedures.

Notes....

Approximately 8 meetings per season.

Grants & Sponsorship Coordinator

Description

- Responsible for coordinating grant applications for funding through government and appropriate organisations.
- Seek out appropriate local companies and business to sponsor the Club.

Special Events/Fundraising Sub Committee

Description

- Co-ordinate roster setup/cleanup/canteen days
- Co-ordinate fundraising day
- Be available on the above-mentioned days for queries/concerns etc
- Attend monthly meetings (if needed – particularly in lead up to fundraising and canteen days)
- Responsible for the organisation of both senior and junior trophy presentations and any other smaller functions that may occur throughout the season. Duties include organising trophies, gifts, venue, photographer, guest speakers and any other general duties associated with organising functions.
- Liaise with the committee

Notes....

Multiple people could take on responsibilities so that the workload is spread.

Media & Recruitment Sub Committee

Description

- Liaise with the Management Committee to co-ordinate recruitment drive
- Organise flyers for schools/students
- Distribute flyers to feeder schools
- Liaise with feeder schools about publishing ads in their newsletters and website
- Keep website, facebook and team app and any other social media up to date with latest information for members to access

Notes....

Can be split into many roles to lighten the load. Workload for recruitment late in season and in lead up to new season.