



NELSON BAY NETBALL ASSOCIATION INC.

POSITION DESCRIPTIONS

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President - Position Summary

Position:	President
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at the AGM
Term:	1 year

Purpose

The role of the President is to provide leadership, guidance and support to the Committee and its members. The President is a member of the Executive.

Responsibilities

- Chair committee meetings to ensure they run effectively and efficiently
- Ensure committee members are fulfilling their responsibilities
- Assist committee when required
- Invited to attend all meetings held by sub-committees and attend as required
- Be a spokesperson and represent the Association at all levels (local, regional, state and national)
- Responsible for upholding the aims and objectives of the Association, Netball NSW and Netball Australia
- Oversee/facilitate planning strategy and budgeting
- Assist in succession planning and promoting the development/upskilling of committee members
- Proactively review Association constitution, policies 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 Association in all legal and financial purposes
- Attend game days and clubhouse responsibilities as agreed to via Committee roster and division of labour.

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 organisation
- Report writing skills

Pre-Requisites

- Working With Children Check
- First Aid Certificate desirable



Vice President - Position Summary

Position:	Vice President
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at the AGM
Term:	1 year

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. The Vice President is a member of the Executive.

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 Association if required
- Other duties as nominated by the President/Committee
- Be an alternate signatory for the organisation for legal and financial purposes.
- Attend game days and clubhouse responsibilities as agreed to via Committee roster and division of labour.

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 Association
- 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 Association
- Report writing skills

Pre-Requisites

- Working With Children Check
- First Aid Certificate desirable



Treasurer - Position Summary

Position:	Treasurer
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at AGM
Term:	1 year

Purpose

The role of the Treasurer is to be responsible for the financial supervision of the Association in order to allow the Committee to provide responsible financial management. The Treasurer is responsible for reporting on the financial status of the Association to the Committee on a regular basis, in the annual report and at the AGM. The Treasurer is a member of the Executive.

Responsibilities

- Provide advice to the Committee in their management of the Associations 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 Association and ensuring Netball NSW property insurance has sufficient cover for the Association
- Keeping necessary accounting records eg. reconciliations, petty cash, membership payments, accurate and up to date, and produce them at the request of the Committee
- Receiving all monies payable to the Association and issuing receipts
- Banking all monies within 7 days of receipt
- Issue accounts as required
- Pay all accounts passed for payment - a statement or invoice must accompany all cheques or online payments before being authorised by other signatories to the account. If an invoice or statement is not available, full details of such account must be provided to the Treasurer
- Paying accounts passed and all accounts as necessary and having these ratified at the necessary meeting
- 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 Association accounts
- Support any required auditory procedures
- Prepare regular bank account reconciliations
- Ensure any surpluses are invested wisely after approval by the Committee
- Ensure all taxation commitments are completed by the Association
- Attend game days and clubhouse responsibilities as agreed to via Committee roster and division of labour.

Skills Required

- Good organisational, communication and computer skills
- Financial management/accounting experience
- Has good attention to detail and is honest and trustworthy

Pre-Requisites

- Working With Children Check
- First Aid Certificate desirable



Secretary - Position Summary

Position:	Secretary
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at the AGM
Term:	1 year

Purpose

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

Responsibilities

- Receive all correspondence, respond or forward where necessary to appropriate committee member
- Submit annually; Netball NSW affiliation form and statements required by the incorporation act
- Supply all Committee members with a list of names and contact details for other Committee members
- Maintain a register of contact information for life members
- Prepare an administration report for the AGM and Executive Committee report to the Committee
- Arrange insurance against loss, damage to or liability of the Association by reason of fire, accident or otherwise
- Assist in preparing grants, funding or sponsorship proposals
- Establish and update organisational calendar in consultation with the Committee
- 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
- Present a report for 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 Association
- Conduct business as directed by the Association
- Attend game days and clubhouse responsibilities as agreed to via Committee roster and division of labour.

Skills Required

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

Pre-Requisites

- Working With Children Check
- First Aid Certificate desirable



Competition Convenor / Registrar - Position Summary

Position:	Competition Convenor / Registrar
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at AGM
Term:	1 year

Purpose

The role of the Competition Convenor / Registrar, "Registrar" is to supervise and be responsible for the proper registration of all members. This role oversees the Competition Sub-Committee, which is responsible for fixtures, grading, registration, de-registration and formation of the grading panel. The Registrar is a member of the Executive.

Responsibilities

- Setting up the registration and competition in the Netball NSW Program, including dates that registration opens in consultation with the Committee
- Provide any registration reports as requested by the Committee
- Managing the de-registration process for players up until the NNSW de-registration cut-off date
- 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 & Executive
- 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 for all competitions
- Maintain a register of teams and players
- Work with other positions to support the grading process
- Regular check that participating players are registered

JUNIOR COMPETITION RESPONSIBILITIES:

- Be responsible for the organisation of the Suncorp NetSetGO Program
- Liaise with the Registrar to facilitate online registrations
- Actively recruit junior players
- Organise clinics to upskill junior players
- Monitor progress of younger players and assist in weekly planning activities as necessary
- Support the netball program on competition days
- Assist in planning and carrying out activities for the final competition day
- Manage and refer to any problems arising within the junior competition.
- Attend game days and clubhouse responsibilities as agreed to via Committee roster and division of labour.

Plan and prepare additional duties roster in line with the fixtures timetable e.g. canteen, set up

Skills Required

- Good planning and organisational skills
- Good communication skills



- Well-developed computer skills
- Leadership skills
- Ability to delegate

Pre-Requisites

- Working With Children Check
- First Aid Certificate desirable



Assistant Registrar - Position Summary

Position:	Assistant Registrar
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at AGM
Term:	1 year

Purpose

The role of the Assistant Registrar is to take direction and assist the Competition Convenor / Registrar in the registration of all members, ensuring all members who play are registered throughout the season/s. The Assistant Registrar will also be responsible to plan and prepare the season playing rounds, ensuring competition is arranged as equitable as possible. This role will be a part of the Competition Sub-Committee and not required to attend regular Committee meetings.

Responsibilities

- Support and take direction from the Competitions Convenor / Registrar when required
- Plan the season fixtures by an agreed time to allow for sufficient publicising to members (at least 2 weeks prior to the start of the season where possible)
- Setting up the teams and fixtures in the NNSW Program, taking into account holidays
- Any appeals or disputes will be referred to the Competition Convenor/Registrar.
- Updating the weekly scores into the NNSW Program within 2 days of the games being played
- Collect the score sheets on each playing day
- Check all score sheets that they meet with the Association requirements
- Allocate/deduct points as per the NBNA Policy
- Receive direction from the Umpires Convenor for deduction of points relating to umpiring duties not carried out, as per NBNA Policy
- Provide any information as requested by the Committee
- Liaise with Registrar regarding to players not registered
- Plan and prepare additional duties roster in line with the fixtures timetable e.g. canteen, set up

Skills Required

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

Pre-Requisites

- Working With Children Check
- First Aid Certificate desirable



Pathways Officer - Position Summary

Position:	Pathways Officer
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	On appointment at the AGM
Term:	1 year

Purpose

The Pathways Officer is responsible for the development and implementation of programs aimed at enhancing the skills and performance of players and coaches within the association.

Responsibilities

Duties may include but not limited to:

- Player Development:
 - Design and implement player development programs that cater to various skill levels and age groups
 - Monitor and assess player performance, providing feedback and recommendations for improvement
 - Collaborate with coaches to ensure consistency and effectiveness in player development strategies
 - Assist in talent identification and selection processes for development / representative teams
- Coach Development:
 - Develop and deliver NBNA coaching workshops
 - Provide ongoing support and mentorship to coaches at various levels
 - Assess and evaluate coaching practices and provide feedback to enhance coaching quality
 - Stay updated with current NSW coaching methodologies and best practices, integrating them into the association's coaching framework
- Administrative Duties:
 - Maintain accurate records of player and coach progress, development plans, and outcomes.
 - Prepare reports and documentation related to player and coach development activities.
 - Manage budgets associated with development programs and initiatives.

Skills Required

- Organisational skills
- Personable, approachable
- Effective communication

Pre-Requisites

- Working With Children Check
- First Aid Certificate desirable



Umpires Convenor - Position Summary

Position:	Umpires Convenor
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at AGM
Term:	1 year

Purpose

The Umpires Convenor role is to coordinate the umpiring duties for NBNA competitions and representative games. The Umpiring Convenor should develop the NBNA pool of umpires and provide mentoring and support when needed.

Responsibilities

- Provide a plan to the Committee each year to demonstrate goals for the upcoming season
- Organise development opportunities including courses and mentoring
- Prepare the umpiring draw for the season
- Allocate competent umpires for representative carnivals and Senior and Junior State Titles
- Notify the Treasurer when umpires complete their duty
- Provide appropriate support and positive encouragement relevant to the umpires age and competency
- Communicate values of good sportsmanship to all members
- Set the criteria for Association badges in consultation with Executive
- Identify appropriate people to take up mentoring roles and allocate when required
- Identify persons who have potential to obtain Association and National badges
- Organise a panel for National badge accreditation. Panel should have current National badge accreditation as per NSW guidelines
- Organise a panel (min. 2 people) for assessment of Association badging
- Keep a record of umpires, accreditation/competency and personal details for payments
- Receive complaints regarding umpires and intervene where necessary
- Chair any umpiring meetings if required
- Prepare written reports for Committee and General Meetings
- Regularly communicate relevant information and updates provided by Netball NSW to clubs, teams and/or coaches, providing assistance and resources as required
- Ensure umpires provide their Working With Children Check in consultation with the Secretary
- Attend game days and clubhouse responsibilities as agreed to via Committee roster and division of labour.

Skills Required

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

Pre-Requisites

- Working With Children Check
- Hold a minimum of National C Badge or working towards it.
- First Aid Certificate desirable



Representative Convenor - Position Summary

Position:	Representative Convenor
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at AGM
Term:	1 year

Purpose

The Representative Convenor role is to organise and coordinate all aspects of the Association Representative Program to support the teams in achieving their desired outcomes. They are responsible for upholding the aims and objectives of the Association, Netball NSW and Netball Australia. The Representative Convenor oversees and Chairs the Representative Sub-Committee as per Representative Policy.

Responsibilities

- Provide support and guidance to all representative coaches, managers, players and parents.
- The collection of representative player expressions of interest
- Organise trial days & liaise with the Publicity Officer to publicise dates
- Provide Selectors with the previous years' State Titles feedback
- Coordinate training days, time and court allocations
- Responsible for registration of representative teams into competitions, carnivals and Championships in consultation with the Competition Convenor/Registrar
- Arrange uniforms, including trying on and purchase
- The stocktake, ordering, storage, distribution and collection of representative teams equipment and uniforms in consultation with the Property Officer
- Present to the Sub-Committee a list of inclusions in the levy imposed on all representative players
- In conjunction with the Treasurer set annual representative player fees and assist in collection of fees
- Liaise with the Treasurer to ensure all deposits have been paid
- Organise and Chair the Representative Sub-Committee
- Ensure all Sub-Committee members are fulfilling their responsibilities
- Present to the Secretary, minutes of any Representative Sub-Committee meetings within 14 days of such meetings
- Be the contact person for Netball NSW (or delegate as required)
- Sourcing and booking accommodation and transport when required for all Championship competitions (including tents for State Titles)
- Book State Titles tents, chairs, entry forms
- Liaise with the Umpire Convenor regarding the placement of umpires for representative trials, carnivals and Championships
- Ensure Managers of each representative team have the appropriate documentation to be signed and returned by players/guardians
- Look out for the well-being of Representative Coaches, Managers and Players at all times
- Be available for any parent/player queries
- Coordinate meetings to communicate important information to players, parents and officials as required
- Collect and file representative team reports at the end of the representative season
- Keep all personal records and reports in a secure location



- The Representative Convenor may have a dual role as a coach, providing there is no conflict of interest
- Must be a financial member of NNSW.

Skills Required

- Effective communication skills
- Sound computer skills
- Well organised
- Ability to delegate
- Personable, approachable and good at building and managing relationships
- Experience as an official of a representative team

Pre-Requisites

- Hold a minimum of Foundation Netball Australia Coach Accreditation. Must be current.
- Working With Children Check
- First Aid Certificate/Emergency Care Certificate
- NNSW Selection Accreditation



Publicity Officer - Position Summary

Position:	Publicity Officer
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at AGM
Term:	1 year

Purpose

The role of the Publicity Officer is to publicise information relating to NNSW and the Association's activities. This may be achieved via newspaper, social media or other means.

Responsibilities

- Liaise with local contacts to arrange advertising
- Keep records, as appropriate, of all advertising.
- Advertising expenditure must be by prior Executive approval
- Promote Association scheduled activities including competitions and special activities
- Ensure advertising for events and competition is timely
- Ensure players provide permission for photography prior to sharing photographs of players
- Record special events, via photography for the Association
- Share NNSW information that players and members will benefit from
- Communicate relevant information to members including wet weather notifications via social media and website
- Answering correspondence via social media
- Attend game days and clubhouse responsibilities as agreed to via Committee roster and division of labour.

Skills Required

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

Pre-Requisites

- Working With Children Check
- First Aid Certificate desirable



Fundraising / Sponsorship Coordinator - Position Summary

Position:	Fundraising / Sponsorship Coordinator
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at AGM
Term:	1 year

Purpose

The role of the Sponsorship / Fundraising Coordinator is to be responsible for the planning and implementation of fundraising and sponsorship activities for Association, including the Representative Program.

Responsibilities

- May be responsible for a team of volunteers to assist with fundraising/sponsorship
- Create a plan for fundraising/sponsorship in consultation with the Treasurer & Representative Convenor
- Research fundraising ideas and present to the Executive for approval
- Liaise with the community to request and follow up sponsorship
- Be accountable for donations including cash, donated items, raffle tickets or any other items of value to be used for the purpose of fundraising. Any monies should be counted by 2 people and be banked into NBNA account within 3 working days of any event held
- Organise a sponsorship package including letter, requirements and offerings
- Liaise with the Publicity Officer to ensure sponsors are recognised
- Report to the Committee on costs and revenue raised
- Pass on accounts payable to the Treasurer for payment
- Keeping necessary accounting records accurate and up to date eg. reconciliations, petty cash and floats
- Receiving monies payable to the Association and issuing receipts
- Attend game days and clubhouse responsibilities as agreed to via Committee roster and division of labour.

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

- Working With Children Check
- First Aid Certificate desirable



Property / Canteen Officer - Position Summary

Position:	Property / Canteen Officer
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at AGM
Term:	1 year

Purpose

The role of the Property/Canteen, “Property” Officer, is to assume responsibility for property used by NBNA. This property includes office and canteen equipment and supplies. The responsibilities for the canteen include the planning and provision of a regular canteen service, ensuring profitable operation.

Responsibilities

- Keep records of all makes, models, serial numbers of equipment
- Maintain records of representative uniforms, equipment and all other stock including canteen stock
- Responsible for ordering Association equipment
- Responsible for annual stocktake as required
- Responsible for issuing and return of all keys
- 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 (roster)
- Maintain a budget and provide a report for the Treasurer and Committee
- Attend game days and clubhouse responsibilities as agreed to via Committee roster and division of labour.

Skills Required

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

Pre-Requisites

- Working With Children Check
- First Aid Certificate



Grounds / Maintenance Officer - Position Summary

Position:	Grounds/Maintenance Officer
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at AGM
Term:	1 year

Purpose

The role of the Grounds/Maintenance Officer is to ensure the Association grounds and infrastructure is safe and in good condition. This position is a member of the Property/Canteen Sub-Committee and is not required to attend regular Committee meetings.

Responsibilities

- Conduct an audit of the grounds before the season commences and in enough time to make adequate repairs
- Inspect the courts/grounds regularly to ensure it is fit for competitions
- Notify and/or make arrangements to have Port Stephens Council make any repairs regarding faulty goal posts, drainage issues, trip hazards, toilet facilities or any or problems relating to the surrounds of the netball courts
- Attend any Sub-Committee meetings and provide reports as required
- Provide a report updating the Committee prior to the end of the term, on what updates and repairs have been done and what is required
- May be requested to represent NBNA at the Tomaree Sports Council
- Liaise with the President regarding agenda items for the Tomaree Sports Council and provide feedback to NBNA.
- Attend game days and clubhouse responsibilities as agreed to via Committee roster and division of labour.

Skills Required

- Good planning and organisational skills
- Good communication skills
- General maintenance skills

Pre-Requisites

- Working With Children Check
- First Aid Certificate/Emergency Care Certificate desirable



Member Protection Information Officer - Position Summary

Position:	Member Protection Information Officer
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	Date voted in at AGM
Term:	1 year

Purpose

The role of the Member Protection Information Officer is to provide information and guidance on complaints procedures - they are the 'go to' person if you want to discuss problems at your club/association, particularly if you are considering making a formal complaint.

Responsibilities

- Make themselves available for meetings relating to any member of the Association
- Meetings will be private and confidential, with the person involved being invited to have a support person in attendance

Skills Required

- Good communication skills

Pre-Requisites

- Working With Children Check
- First Aid Certificate desirable



Association Team Member (ATM) - Position Summary

Position:	Association Team Member ATM
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	As required
Start Date:	On appointment at the AGM
Term:	1 year

Purpose

The role of the ATM is to assist NBNA with duties when required. This may be regular or adhoc.

Responsibilities

Duties may include but not limited to:

- Interaction with members
- Canteen / BBQ duty
- Sweeping the courts
- Set up/ pack away
- Fundraising activities
- Events/carnival planning and tasks
- Mentoring
- Assist on competition days
- Attend game days and clubhouse responsibilities as agreed to via Committee roster and division of labour.

Skills Required

- Organisational skills
- Personable, approachable
- Effective communication

Pre-Requisites

- Working With Children Check