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Currambine Netball Club (Inc) is a community based club run by a voluntary committee of players & patrons.

Roles within the club:

Management Committee

Knowledge & Skills required:

- . Can communicate effectively.
- . Is well informed of all organisation activities.
- . Is aware of the future directions and plans of members.
- . Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- . Is a supportive leader for all organisations members. (President)
- . Can maintain confidentiality on relevant matters.
- . Has a good working knowledge of the constitution and bylaws.

President

Role - to ensure the efficient running of all operations of the club.

Duties

1. To be well informed of all club activities.
2. Plan for the future of the club.
3. To have a good working knowledge of the club constitution, club rules, insurance cover and duties of all office holders.
4. Club representative at local, regional and state levels (ultimate responsibility lies with the President)
5. To manage and chair management and annual general meetings.
6. Webmaster

Vice President

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

Duties

1. Club representative when President away
2. Management Committee Member
3. Oversea smooth running of and provide assistance for all levels of the club machine. (E.g. club fundraising, sponsorship)

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and applications for any additional grants that may be sought).

4. Provide support and guidance to all club members where issues may arise
5. Chair meetings in Presidents absence
6. Keep President up to date on all details

Secretary

Role - Administrator of the club providing coordination links between members, club management and JNA

Duties

1. Prepare the agenda for club/group meetings in consultation with the President.
2. Make arrangements including venue, date, times and hospitality for club meetings.
3. Send adequate notice of the meetings.
4. Collect and collate reports from office bearers.
5. Call for and receive nominations for committees and other positions for the club AGM.
6. Keep accurate minutes of meetings and distribute to all committee members prior to the next meeting.
7. Clear mailbox regularly. Read, reply and file correspondence promptly.
8. Keep records of all inward and outward correspondence.
9. Collate and arrange for the printing of the annual report.
10. Maintain a database of current and past club members, how many members, contact details, membership fees paid/not paid.
11. Maintain files of legal documents such as constitutions, bylaws, leases and titles.
12. Act as the public officer of CNC (INC) liaising with members of the public, affiliated bodies and government agencies.
13. Liaise with the President and other committee members when required.
14. Management Committee Member

Treasurer

Role - Responsible for the financial management of the club.

Duties

1. The Treasurer, with the approval of the Committee of Management, is responsible for the banking, security of the petty cash, the bank accounts, eg. the cheque books and the transfer of money between accounts.
2. Present accounts to be paid to the monthly general meeting.

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3. Manage KidSport vouchers.
4. Organise Eftpos machine for registration day.
5. Prepare umpire money for all teams – distribute to all team managers either by cash OR direct deposit into managers account.
6. Prepare a budget and monitor it carefully.
7. Keep the club financial records up-to-date.
8. Keep a proper record of all payments and monies received.
9. Make sure financial reports are available and understood at all committee meetings.
10. Show evidence that money received is banked and documentation provided for all money paid out.
11. Ensure that information for an audit is prepared each year.
12. Arrange the audit if required.

Registrar

Role - to ensure the club fulfils all its obligations regarding player registrations.

Duties

1. To ensure the complete and accurate maintenance of club membership for the season
2. To manage start of season registrations for new and existing members
3. To provide Grading Coordinator with full lists of each age group (if applicable) at the appropriate time
4. To ensure all registrations are with the appropriate bodies by the due date - JNA
5. To advise the Treasurer of members with outstanding club fees.
6. To acquire team lists from Grading Coordinator once teams finalised
7. To provide secretary with full team lists and relevant contact information
8. Attend general committee meetings

Member Protection Information Officer:

Role - Member Protection Information Officers play an important role in sport. They 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.

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Duties

Ensure the safety and welfare of Club Members

1. Assist in complaints resolution
2. Act as an impartial body, offering a sounding board to bounce ideas off
3. Identify options for resolution of conflicts
4. Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies.
5. Liaise with members of the Club, President and other bodies

Umpiring Coordinator

Role - to organise the weekly roster for umpire duty for all LNC games

Duties

1. Source umpires for CNC
2. Co-ordinate roster for umpires for the season
3. Liaise with JNA to ensure appropriate placement of umpires
4. Ensure all umpires are recognized for their efforts
- 5. Liaise with JNA re acquisition of "levels" for all umpires (if applicable)**
- 6. Support junior umpires on game days and give direction where needed (if applicable)**
- 7. Assist NSG Umpires where needed (if applicable)**
8. Submit reports and attend general committee meetings

General Committee

Development Coordinator

Role - to ensure a fair and impartial grading of players into teams at start of season

to provide support and guidance to all coaches over the season

Duties

1. Recruit Graders for pre-season trials
2. Organise trials
3. Allocate players to teams
4. Oversea player support over season
5. Organise Coaches for teams at beginning of season
6. Liaise with Coaches for teams at beginning of season
7. Support Coaches with respect to team issues over the season
8. Provide guidance and assistance to coaches over the season.

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9. Ensure all coaches have appropriate training tools i.e. manuals and gear
10. Ensure all coaches are recognised for their efforts
11. Submit reports for monthly meetings
12. Attend General committee meetings

Equipment Coordinator

Role - to maintain and acquire stock for netball season

Duties

1. Organise the acquisition of equipment for training and games
2. Organise stocktake at end of season
3. Organise team kit bags
4. Attend general committee meetings

Uniform Coordinator

Role - to acquire uniform items and co-ordinate sale of items over the netball season

Duties

1. Organise the acquisition of uniform items for club
2. Co-ordinate the sale of uniforms and other items over the season
3. Organise stocktake at end of season
4. Attend general committee meetings

Social Coordinator

Role - to ensure the social aspect of the club is welcoming of new members and supportive of existing members

Duties

1. Organise the **Presentation Day/Night** at end of Season
2. Arrange for the Club Photos
3. Co-ordinate end of season trophies, certificates and gifts
4. Assist other members of the committee and assist the Fundraising Coordinator with fundraising events for the club during the season
5. Attend general committee meetings

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Fundraising Coordinator

Role - is to assist in raising funds for the club.

Duties

1. Organise, initiate and coordinate all fundraising events with the assistance of the Committee.
2. The two main fundraising events but not limited to include:
 - a) Chocolate Drive
 - b) Sausage Sizzle
3. Organise a fundraising calendar with dates
4. Work in consultation with committee to advertise fundraising events, discussing costs and overall management of fundraising events
5. Send Fundraising Letters out in April / May before the end of financial year
6. Attend general committee meetings

Sponsorship Coordinator

Role - to organise, initiate and provide sponsors for the Club.

Duties

1. Send Sponsorship Letters out mid-January for the upcoming season
2. Inform the committee of the current seasons Sponsors
3. Forward all cheques for Sponsorship to the Club Treasurer
4. Forward Sponsor info to the Club Secretary to ensure the Sponsors receive their invitation to the Senior Wind-up for that season (if applicable)
5. Forward Company Logos to appropriate business for formatting of Sponsors Logos for team gear
6. Actively assist in the promotion of activities and events that the Club may hold throughout the season.
7. Attend general committee meetings

NSG Coordinator (in conjunction with JNA) – where applicable

Role - to provide support to NSG players and parents

Duties

1. Register NSG players on applicable paperwork

Currambine Netball Club (Inc) Committee Roles

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2. Disseminate information from the club & JNA to all parents of U6's & U7's.
3. Send invites to club events: follow up RSVP's etc
4. Be the contact person if needed for all NSG enquiries

General Committee – no role title Role & Duties – to assist where required.

General Committee: Knowledge & Skills required: (all roles)

- . Can communicate effectively.
- . Is well informed of all organisation activities.
- . Is aware of the future directions and plans of members.
- . Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- . Is a supportive leader for all organisations members.
- . Can maintain confidentiality on relevant matters.

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Drafted By	S Knott	Approved Date	11 Sept 2018
Responsibility	C Phelps	Review Date	January 2019