



## Deep Creek Netball Club Inc. Committee Position Descriptions

### PRESIDENT

**\*\*This position has not yet been filled for 2021 – please contact us if you are interested!**

#### Main Areas of Responsibility:

The President's role consists of the following duties:

- Be well informed of all club activities
- Be aware of the future directions and plans of the club and club members
- Have a good working knowledge of the club policies, club rules and the duties of Committee members
- Attend DDNA President meetings (twice per year)
- Manage Deep Creek Netball Club committee meetings (approximately 6 per year)
- Manage the club annual general meeting
- Be the supportive leader for all club members & 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 the club members
- To be the signatory on club payments (with at least one other)
- Deal with member, club and association grievances in an appropriate and timely manner
- Make club booking requirements, ie court bookings through DDNA, room hires for meetings and special events
- Liaise with DDNA regarding distribution of information from the Association

#### Knowledge and Skills Required:

- Be available to listen and give advice regarding all concerns and issues
- Have good people skills
- Have an interest in all aspects and workings of the club
- Is well organised and can delegate tasks



## Deep Creek Netball Club Inc. Committee Position Descriptions

### SECRETARY

The Secretary is the chief administration officer of the Deep Creek Netball Club committee.

#### Main Areas of Responsibility:

The Secretary's role consists of the following duties:

- Prepare the agenda for committee meetings in consultation with the Club President and distribute to all the committee members
- Send adequate notice of the meetings to all committee members
- Keep accurate minutes of meetings and distribute to all committee members and prior to the next meeting
- Maintain registers of Committee members', players, umpires, coaches and sponsors names and addresses
- Maintain the Child Safe Standard register of committee members and coaches, including checking committee and coaches' WWCC each year
- Liaise with the Club President and other committee members when required

#### Knowledge and Skills Required:

- Can communicate effectively
- Is well organised and can delegate tasks
- Is a supportive leader for all Club members
- Can maintain confidentiality on relevant matters
- Computer literacy



## Deep Creek Netball Club Inc. Committee Position Descriptions

### TREASURER

The Treasurer is responsible for the financial accountability and managing of the Deep Creek Netball Club funds. This involves processing orders and payment, depositing funds received, maintaining accounting records and presenting accounts to each committee meeting and the AGM. The Treasurer is responsible for presenting all records for auditing as required.

#### Main Areas of Responsibility:

The Treasurer's role consists of the following duties:

- Making all payments on a timely basis and keeping accurate, up to date records of income and expenditure
- To be the signatory on club bank transactions (with at least one other)
- To process payments for membership fees, uniforms, expenses, other costs etc.
- 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
- Attend committee meetings or send report in their absence
- Be supportive of all club members & sub committees

#### Knowledge and Skills Required:

- Good financial understanding and bookkeeping knowledge



## Deep Creek Netball Club Inc. Committee Position Descriptions

### ADMINISTRATION

#### Main Areas of Responsibility:

The Administrator's role consists of the following duties:

- Send all team sheets at the beginning of each season to DDNA
- Distribute/email team information to individual members at the start of each season
- Set up My Netball products and registration
- Attend committee meetings

#### Knowledge and Skills Required:

- Can communicate effectively
- Computer literacy
- Is well organised and can delegate tasks



## Deep Creek Netball Club Inc. Committee Position Descriptions

### REGISTRAR

The role of the Club Registrar is to supervise and be responsible for the proper registration of all players within the club.

#### Main Areas of Responsibility:

The Registrar's role consists of the following duties:

- Maintain an up to date register of all players
- Manage player enquiries and correspondence
- Obtain all relevant details of players wishing to play for the Club
- Provide information as required to enable player records to be maintained
- Coordinate the Grading Day at the beginning of each year and the organisation of teams for each season
- Keep your Club committee informed of the status of registrations at all times
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Be knowledgeable about player vacancies in each age group
- Attend committee meetings

#### Knowledge and Skills Required:

- Can communicate effectively
- Is well organised
- Computer literacy



## Deep Creek Netball Club Inc. Committee Position Descriptions

### COACHING CO-ORDINATOR

The Coaching Coordinator is responsible for the management of the club's coaching program and promoting the value of coaching within the club.

**\*\*This position has not yet been filled for 2021 – please contact us if you are interested!**

#### Main Areas of Responsibility:

The Coaching Coordinator should:

- Ensure all club coaches hold appropriate qualifications or are working towards them
- Ensure there are enough coaches for the club's requirements
- Arrange appropriate coach training sessions, locations, dates and times
- Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner
- Enhance feelings of self confidence and self-esteem within the club coaches
- Encourage maximum participation from the club's coaches
- Constantly highlight the club's support of the Code of Conduct for coaches
- Ensure all coaches/teams have a team manager. Create contact lists of managers and coaches
- Continually seek out potential coaches and recruit whenever possible
- Manage and maintain training and game day equipment

#### Knowledge and Skills Required:

- Has leadership skills
- Is able to evaluate coach performance and provide positive advice
- Can communicate effectively and has good interpersonal skills
- Is well organised



## Deep Creek Netball Club Inc. Committee Position Descriptions

### UNIFORM CO-ORDINATOR

#### Main Areas of Responsibility:

The Uniform Coordinator should:

- Source uniform items and prices as needed
- Distribute uniform items as needed
- Take orders and organise new uniforms on selected dates throughout the season
- Attend committee meetings
- Liaise with treasurer with regards to collection of money and distribution of uniforms
- Storage of some stock will be required

#### Knowledge and Skills Required:

- The majority of the workload is early in the season, during the registration period
- It is a requirement that the uniform co-ordinator sells uniforms at training for the first 2 to 3 weeks of the season and then the first Wednesday of the month ideally between 5 and 6pm



## Deep Creek Netball Club Inc. Committee Position Descriptions

### COMMUNICATIONS CO-ORDINATOR

#### Main Areas of Responsibility:

The Communications Coordinator should:

- Maintaining the Deep Creek Netball Club website, adding new information, maintaining currency of information, creating new pages/posts
- Utilise the tools available to support the President and wider committee members in their roles i.e. posting on the website
- Identifying opportunities to increase enrolment into the club through social media or other media outlets including local school newsletters
- Distribute club information through team managers and coaches
- Attend committee meetings

#### Knowledge and Skills Required:

- Website management
- Strong written communication skills and computer literacy
- Media/social awareness





## Deep Creek Netball Club Inc. Committee Position Descriptions

### SPONSORSHIP/GRANTS CO-ORDINATOR

The Sponsorship Coordinator is responsible for overseeing the implementation of sponsorship arrangements.

#### Main Areas of Responsibility:

- Co-ordinate all sponsorship for all areas of the club
- Seek out new sponsors to supplement existing sponsors
- Ensure all sponsorship agreements are honoured
- Maintain contact with all sponsors throughout the season
- Maintain strong relationships with all Club sponsors
- Seek and apply for grants that may be applicable
- Fulfil the relevant requirements of successful grants obtained
- Attend committee meetings

#### Knowledge and Skills Required:

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised
- Is innovative and dynamic



## Deep Creek Netball Club Inc. Committee Position Descriptions

### GENERAL COMMITTEE

#### Main Areas of Responsibility:

- Co-ordinate events including but not limited to end of year presentation, mid-year, photos
- Assist uniform co-ordinator at the start of the season
- Maintain game count and player milestones
- Organise canteen assistant based on roster
- Assist on registration day
- Attend committee meetings
- Required to be at some trainings for assistance with supervision/uniform sales/player coordination/questions based on roster

#### Knowledge and Skills Required:

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised
- Is innovative and dynamic