



RUNAWAY BAY NETBALL CLUB

Management and General Committee Position Descriptions

All committee members are expected to abide by the following job descriptions.

Please read this document carefully.

Applicants should only apply for a role that can be performed successfully as per the description.

**Note: All committee members are expected to check and maintain a club email account.
Members are expected to reply or action emails within 24 hours of receipt.**

Compiled October 2017

Position Description

Job Title: President
Job Category: Volunteer
Reports to: Executive and General Committee members



OBJECTIVE

- Lead by strong efficient and effective leadership for the club.
- Ensure the club promotes the participation and achievement of netball at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the club.
- Ensure the club is run efficiently administratively, financially and socially to support all activities.
- To provide support to the Executive and Committee members to ensure efficient operation of the club.
- Seek ratification from the appropriate Committee member prior to committing the club to any financial expenditure or action.
- Provide a safe and enjoyable recreational environment for all club members and ensure all netball activities are played in a competitive and fair spirit.
- Lead the future direction of the club

RESPONSIBILITIES

- Ensure sub committees and committee members fulfil their responsibilities to the club
- Manage/Chair monthly committee meetings and the club's Annual General Meetings.
- Report on overall activities to the membership at the Annual General Meetings and General Meetings.
- Ensure all sub committees are accountable and responsible.
- Ensure that the planning and budgeting for future is carried out in accordance with the wishes of members.
- Uphold Constitution, By-Laws
- Act as club representative at Association meetings
- Act as a Primary spokesperson for events and on all governance and member representation.

KNOWLEDGE/SKILLS

- Well informed of all club activities.
- Able to chair committee or executive meetings.
- A good understanding of sporting requirements at local, regional and higher levels.
- Possess a good understanding in the club constitution, rules and the duties its office holders and sub-committees.
- Be unbiased and impartial on all issues and able to avoid deviation for the matter under discussion during varying types of meetings.
- Receptive to change based on feedback from members and committee.
- Able to accept positive and negative feedback from members and committee
- Strong communications and negotiating skills.
- Be approachable.
- Dedicated club person

PERSONAL ATTRIBUTES

- Ability to reconcile opposing views
- Strength and clarity of purpose
- Ability to lead by example
- Ability to engage, encourage and lift the level of service
- Power to influence

OTHER

- Eligible for a Working with Children Check (Blue Card)
- Must be a registered member of Netball Queensland

Position Description

Job Title: Vice President
Job Category: Volunteer
Reports to: Executive and General Committee members



OBJECTIVE

- Oversee all netball related matters across the club
- Provide leadership to all netball coaches, players, support staff and volunteers.
- Provide support to the President of the club
- Provide support to the Committee members to ensure the efficient operation of the club

RESPONSIBILITIES

- Perform Presidents duties when President is unable
- Facilitate planning
- Provide guidance and leadership
- Chair and manage meetings if the President is unable to attend
- Monitor budgeting in consultation with the treasurer and executive.
- Represent the club to the public

KNOWLEDGE/SKILLS

- Good working knowledge of constitution, by laws
- Good communication skills
- Understanding of club operations
- Ability to delegate
- Experience in leadership role (preferred)
- Well-developed decision making skills
- Ability to negotiate successfully between members
- Experience with planning operations
- Ability to manage people and lead meetings

PERSONAL ATTRIBUTES

- Ability to reconcile opposing views
- Strength and clarity of purpose
- Ability to lead by example
- Ability to engage, encourage and lift the level of service
- Power to influence
- Dedicated club person

OTHER

- Eligible for a Working with Children Check (Blue Card)
- Must be a registered member of Netball Queensland

Position Description

Job Title: Secretary
Job Category: Volunteer
Reports to: Executive and General Committee members



OBJECTIVE

- Ensure that appropriate administrative support is provided to the President and the General Committee and sub committees.
- Manage business considered by the club Committee.
- Provide support to the Executive and Committee members to ensure the efficient operation of the club

RESPONSIBILITIES

- Establish a meeting schedule for the Executive and sub Committees for the year.
- Provide secretarial support to the committee, including preparing agendas in consultation with the President.
- Collect and collate all reports from office bearers
- Prepare minutes of all committee and General meetings of the club, distribute and file in accordance with the Rules of the club
- Maintain a complete copy of the Constitution and By-Laws
- Maintain a complete record of all activities of the club
- Prepare comprehensive reports of all activities of the club for presentation to the membership at the Annual General Meeting
- Disseminate by email, website, notice and or newsletter, any information within and from externally of the club, pertinent to all members.
- Maintain club administration records- correspondence, financial records, competition details etc.
- Assist other committee members in their duties as required
- Provide a report on any aspect of portfolio operations to the monthly committee meeting
- Seek ratification from the appropriate Committee member prior to committing the club to any financial expenditure or action.

KNOWLEDGE/SKILLS

- Effective communicator
- Ability to organise and delegate tasks
- Well organised
- Able to maintain confidentiality on relevant matters
- Good listening skills
- Effective communicator
- Ability to organise and delegate tasks
- Well organised
- Able to maintain confidentiality on relevant matters
- Good listening skills

PERSONAL ATTRIBUTES

- Strength and clarity of purpose
- Ability to lead by example
- Ability to engage, encourage and lift the level of service
- Dedicated club person

OTHER

- Eligible for a Working with Children Check (Blue Card)
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Position Description

Job Title: Treasurer
Job Category: Volunteer
Reports to: Executive and General Committee members



OBJECTIVE

- Provides management of the club and its financial dealings.

RESPONSIBILITIES

- Prepare and monitor annual budget
- Be fully aware of the financial position of the club always and notify the Committee of all financial trends and any areas of concern.
- Ensure financial and treasurer reports are available and understood at all committee meetings.
- Provide evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions
- Ensure club members do not handle, deposit, pay out or otherwise deal with funds without your knowledge.
- Invest surplus funds and manage club investment program if applicable
- Ensure the Annual business returns and Business Activity Statements (including GST) are files as required by state and / or Federal legislation.
- On behalf of Committee, liaise with financial institutions.
- Acquit funds received from government and /or council grants and submit necessary financial statements.
- In consultation with the Executive Committee, determine annual registration fees for players and non-playing members.

KNOWLEDGE/SKILLS

- Accounting and finance experience
- Ability to allocate time maintain records and books.
- Aware of information which is needed to be kept for annual audit.
- Able to keep good records and manage financial records electronically.
- Relevant tertiary qualifications in accounting/finance
- Experience in financial risk management

PERSONAL ATTRIBUTES

- Well organised and able to work in a logical orderly manner.
- Ethical, honest and trustworthy and dedicated to the club

OTHER

- Eligible for a Working with Children Check (Blue Card)
- Must be a registered member of Netball Queensland

Position Description

Job Title: Registrar
Job Category: Volunteer
Reports to: Executive and General Committee members



OBJECTIVE

- Effectively manage and administer the club's membership.
- This may include close liaison with Netball Queensland through MyNetball database system.

RESPONSIBILITIES

- Develop proposal for membership fees and arrangements for the upcoming season for consideration by the General Committee
- Liaise with team coaches and team managers to ensure all membership fees are collected in a timely and efficient manner
- Provide the committee with recommendations for improvements to membership practices for consideration prior to the Annual Meeting
- Provide membership packages to all members including Life Members
- Provide all members details to the Secretary for record keeping
- Implement Privacy Act regarding all membership information
- Check email address daily for updated registration information
- Process registrations as required by all members
- Maintain member details as required by My Netball database system

KNOWLEDGE/SKILLS

- Computer literate
- Good communication skills
- Well organised and able to work under pressure, especially at the beginning of each season
- Report writing skills for General Committee reports
- Knowledge of the club membership packages and external requirements
- Ability to learn MyNetball system

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner.
- Be able to relate to a diverse group of individuals
- Ethical, honest and trustworthy
- Dedicated club person

OTHER

- Eligible for a Working with Children Check (Blue Card)
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Position Description

Job Title: Coach Coordinator
Job Category: Volunteer
Reports to: Executive and General Committee members

OBJECTIVE

- Responsible for the training, development and management of coaches

RESPONSIBILITIES

- Conduct regular meetings with the coaches and report to the committee the outcome of the meetings
- Disseminate information to coaches regarding courses and seminars and provide coaching advice and support where possible
- Liaise with Netball Queensland on coaching courses/clinics and accreditation
- Foster the growth and raise the standards of the coaches
- Encourage beginner coaches including players and parents to undertake formal coach education and or become accredited coaches
- Liaise with the Secretary to maintain records of coaching service and accreditation
- Liaise with the Treasurer in formulating a budget anticipating cost of coaching
- Ensure all coaches are recognised for their efforts per the club volunteer guidelines
- Be the first point of contact for conflict resolution for players and coaches.

KNOWLEDGE/SKILLS

- Can communicate effectively and has good interpersonal skills
- Positive and enthusiastic
- Well organised
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the clubs Constitution/Bylaws/Policies
- IT Competency- familiar with basic operation systems
- Minimum Foundation Coaching Qualification (preferred but not essential)

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner.
- Be able to relate to a diverse group of individuals
- Ethical, honest and trustworthy
- Dedicated club person

OTHER

- Eligible for a Working with Children Check (Blue Card)
- Must be a registered member of Netball Queensland



Position Description

Job Title: Feedback Officer
Job Category: Volunteer
Reports to: President

OBJECTIVE

- Ensure prompt resolution of both written and oral concerns/feedback

RESPONSIBILITIES

- Ensure that information is available for members and families explaining how and where to raise their concerns/feedback in a respectful manner.
- Acknowledge concerns/feedback that have been raised in a timely and respectful manner, address concerns/feedback promptly and keep all parties involved informed throughout the process
- Clarify the key issues of the concerns/feedback with the parties involved.
- Declare any actual or potential conflicts of interest
- Act without bias, reach conclusions and form views on the facts of the case, taking into account matters that are relevant and not those irrelevant
- Consult with people within the club who have experience relevant to the issue
- Where possible or required consider the use of alternative dispute resolution methods to resolve concerns/feedback
- Give reasons for any decisions made and details of any remedy required
- Keeping all information relating to the issue/parties involved confidential
- Ensure all responses and outcomes are recorded, filed and reported to the committee to assist with best practice and continuous improvement on feedback handling procedures

KNOWLEDGE/SKILLS

- Good interpersonal and communication skills
- Be able to understand and disseminate the information to the members about club policies
- Is able to keep and maintain accurate records
- Is able to work in a logical and orderly manner

PERSONAL ATTRIBUTES

- Well organised and able to work in a logical orderly manner.
- Ethical, honest and trustworthy
- Sympathetic and empathetic
- Dedicated club person

OTHER

- Eligible for a Working with Children Check (Blue Card)
- Must be a registered member of Netball Queensland



Position Description

Job Title: Fundraising Co-ordinator
Job Category: Volunteer
Reports to: Executive and General Committee members

OBJECTIVE

- Assist with fundraising to increase Club resources.

RESPONSIBILITIES

- Implement and monitor all fundraising drives.
- Submit applications for fundraising activities outside of association
- Develop strategies to encourage new or increased contributions.
- Recruit participants or volunteers for fundraising events.
- Direct or supervise fundraising staff, including volunteer staff members.
- Secure commitments of participation or donation from members/teams

KNOWLEDGE/SKILLS

- Expertise in the use of online networking sites and be proficient in standard Office software applications.
- Strong communications skills.
- A creative mind.
- Strategic use of social media tools.
- Concise thinker.

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner.
- Be able to relate to a diverse group of individuals
- Ethical, honest and trustworthy
- Dedicated club person

OTHER

- Eligible for a Working with Children Check (Blue Card)
- Must be a registered member of Netball Queensland

Position Description

Job Title: Social Media Co-ordinator
Job Category: Volunteer
Reports to: Executive and General Committee members



OBJECTIVE

- Use social media applications to promote the Club and inform members.

RESPONSIBILITIES

- Responsible for developing strategies to increase the fan base on sites such as Facebook.
- Build a following online.
- Increase audience participation.
- Collaborate with the committee to create relevant content.
- Develop new strategies for drawing new visitors.
- Deliver regular updates to followers, including the weekly game draw.
- Drafts and designs messages and announcements for social media platforms.
- Writes and edits media material such as newsletters and websites.
- Organises media coverage for publicity of the Clubs events and activities.

KNOWLEDGE/SKILLS

- Expertise in the use of online networking sites and be proficient in standard Office software applications.
- Strong communications skills.
- A creative mind.
- Strategic use of social media tools.
- Concise thinker.

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner.
- Be able to relate to a diverse group of individuals
- Ethical, honest and trustworthy
- Dedicated club person

OTHER

- Eligible for a Working with Children Check (Blue Card)
- Must be a registered member of Netball Queensland

Position Description

Job Title: Sponsorship Officer
Job Category: Volunteer
Reports to: Executive and General Committee members



OBJECTIVE

- To secure new and ongoing sponsorship for the Club.

RESPONSIBILITIES

- Solicit businesses and other organisations to sponsor the Club.
- Creating and executing marketing and sales plans.
- Create grant and sponsorship proposals for prospects.
- Arrange meetings with interested sponsor prospects.
- Design and coordinate advertising materials and events for sponsors.
- Sell sponsorship.
- Manage sponsor expectations.
- Negotiate sponsorships and review all deals. Secure approval for any departures from pre-approved rights and benefits.

KNOWLEDGE/SKILLS

- Possess strong written and verbal communication skills along with a strong, persuasive personality.
- Needs to be professional, friendly, organised, energetic and determined in attempting to land sponsors.
- High-level experience in sourcing new sponsors.
- Ability to build a rapport with partners quickly.
- In depth understanding of the sponsorship industry.
- High level of attention to detail.
- Strong organisational skills.
- Excellent IT skills.

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner.
- Be able to relate to a diverse group of individuals
- Ethical, honest and trustworthy
- Dedicated club person

OTHER

- Eligible for a Working with Children Check (Blue Card)
- Must be a registered member of Netball Queensland

Position Description

Job Title: Umpire Coordinator
Job Category: Volunteer
Reports to: Executive and General Committee members



OBJECTIVE

- Coordinate training, development and management of umpires.

RESPONSIBILITIES

- Foster the growth and raise the standards of umpires
- Conduct regular meetings with all club umpires and report to the Committees the outcome of all meetings
- Organise umpire rosters and maintain records
- Disseminate information to umpires regarding courses and seminars and provide umpire coaching where possible
- Liaise Netball Queensland regarding umpire courses/clinics/accreditation
- Encourage beginner umpires including players and parents to undertake formal umpire education and or become accredited umpires
- Work with the Secretary to maintain records of umpiring services and accreditation
- Ensure all umpires are paid
- Liaise with Treasurer in formulating a budget anticipating cost of umpire accreditations/game payments.

KNOWLEDGE/SKILLS

- Communicate effectively and has good interpersonal skills
- Positive and enthusiastic
- Well organised
- Maintain confidentiality on relevant matters
- Good working knowledge of the constitution and By laws
- IT competency familiar with basic operating systems
- Appropriate MyNetball training
- National badge (preferred but not essential)

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner.
- Be able to relate to a diverse group of individuals
- Ethical, honest and trustworthy
- Dedicated club person

OTHER

- Eligible for a Working with Children Check (Blue Card)
- Must be a registered member of Netball Queensland

Position Description

Job Title: Uniforms Co-ordinator
Job Category: Volunteer
Reports to: Executive and General Committee members



OBJECTIVE

- To organise and maintain uniform inventory.
- Be responsible for sales of uniform items.

RESPONSIBILITIES

- Liaise with uniform supplier as required
- Liaise with Treasurer regarding uniform payments from members and to supplier. Distribute orders once full payment received and issue receipts as proof of payment
- Keep President up to date on all details
- Ensure the Club sizing kit is readily available for members to size up for uniforms.
- Ensure adequate stock is available at the commencement of the season
- Review uniform costs and pricing, in consultation with the committee on an annual basis
- Complete quarterly stock take of uniforms
- Attends monthly committee meetings on a regular basis, if for any reason the Coordinator is unable to attend a meeting a report must be submitted to the Secretary in writing prior to the scheduled meeting.

KNOWLEDGE/SKILLS

- Well organised
- Good communication skills
- Able to work in a logical orderly manner
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email

PERSONAL ATTRIBUTES

- Well organised and able to work in an orderly manner.
- Be able to relate to a diverse group of individuals
- Ethical, honest and trustworthy
- Dedicated club person

OTHER

- Eligible for a Working with Children Check (Blue Card)
- Must be a registered member of Netball Queensland