



Bimbadeen Heights Netball Club

Established 1981

COMMITTEE POSITION DESCRIPTIONS

The role of the committee is to meet on a regular basis to ensure the effective and efficient administration of the club for the term of office. The Executive Committee consists of the President, Vice President, Secretary and Treasurer.

Each committee position will be elected at the Annual General Meeting for a term of one year. All positions are voluntary and require a current Working with Children's Check. The role and responsibility of the following committee positions includes but is not limited to the duties listed below.

President: Responsible for leading and managing the administration of the club.

- Oversee the implementation of the constitution, ensure good governance practices and that all policies and procedures are maintained and adhered to
- Ensure the future direction and financial sustainability of the club is effectively and efficiently managed
- Maintain a good working knowledge of the Association Bylaws and Rules of Netball
- Prepare committee and executive committee meeting agendas and chair meetings
- Preside over the Annual General Meeting and Presentation Night
- Represent the Club at Tribunal if a dispute arises
- Address any complaints, disciplinary matters or conflict resolution issues
- Attend any LYVNA required Functions / Meetings
- Be an ambassador for the club in all dealings with other associations and clubs

Vice President: Responsible for assisting the President in leading and managing the administration of the club.

- Assist the President with the overall management and administration of the Club including preparing committee meeting agenda's and chairing meetings, supporting other committee members, attending LYVNA functions / meetings / Tribunal appearances as required
- Maintain a good working knowledge of the Association Bylaws and Rules of Netball
- Ensure all policies and procedures are updated as required
- Maintain Working With Children's Check records
- Manage the BHNC Master file with all primary documents and information
- Oversee the coordination of Presentation Night and other events



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Secretary: Responsible for addressing all correspondence on behalf of the club.

- Assist the President prepare the agenda for committee meetings and distribute to committee members prior to the meeting
- Ensure booking of venue for all meetings
- Keep accurate minutes of meeting including forward actions and distributed to committee members prior to the next meeting
- Keep and maintain all club records including member's names, addresses and contact details
- Manage the clubs email address and respond to or forward any queries on as required
- Prepare and send correspondence as required
- Maintain custody of the common seal

Treasurer: Responsible for managing all monetary transactions and financial records for the club.

- Liaise with the bank on all banking matters
- Deposit any cheques or cash funds received in a timely manner
- Prepare any cash floats required for fundraising events
- Prepare and sign cheques as required (two signatures required)
- Manage payment of all expenses and reimbursements
- Reconcile all bank transactions credit and debits for bank account
- Monitor payment of fees into the bank account and reconcile against registrations
- Reconcile members who select a payment plan option
- Follow up any outstanding fees or payments owed
- Lodge club financials with consumer affairs
- Prepare a financial report for each committee meeting including outstanding fees or payments
- Prepare a financial report for the AGM

Registrar: Responsible for managing the registration of players, coaches, umpires and committee members for the club.

- Manage registrations via the MyNetball website
- Maintain the MyNetball database
- Prepare correspondence to players regarding registration
- Respond to registration queries
- Send registration reports to the treasurer to reconcile payments into the bank account
- Prepare the LYVNA registration spreadsheet
- Ensure coaches are aware about the process for registering players during the season
- Attend committee meetings as required



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Coaches Convenor: Responsible for managing and supporting the coaches for the club.

- Source and appoint coaches to all teams at the start of each season and during the season as required
- Correspond with coaches as required
- Update the Coaches Guide each year with relevant information
- Maintain coaching memberships
- Support coaches with understanding their role and responsibilities, resource materials, training and accreditation
- Maintain records of coaching accreditations and certificates
- Manage and purchase training equipment and coaching bags as needed and complete a stock take at the end of each year
- To organise the distribution of equipment to coaches before the season commences
- Liaise between coaches and the committee and attend committee meetings as required
- Attend the LYVNA Coaches Convenor meetings as required and report back to the committee and coaches
- Manage any issues regarding coaches with support from the President
- Run clinics at schools with other coaches or committee members to source new players as required

Umpires Convenor: Responsible for managing and supporting the umpires for the club.

- Source and appoint umpires at the start of each season and during the season as required
- Allocate umpires to matches and manage the umpiring roster in alignment with LYVNA Guidelines
- Correspond with umpires as required
- Support umpires with understanding their role and responsibilities
- Support umpires with gaining accreditation and ensure they attend any compulsory workshops
- Ensure umpires wear correct uniform and have a current rules book and whistle
- Liaise between the umpires and the committee and attend committee meetings as required
- Attend the LYVNA Umpires Convenor meetings as required and report back to the committee and umpires
- Collate allocation of umpires payments and send these to the Treasurer for payment
- Review the pay scale with the committee each year
- Manage any issues regarding umpires with support from the President



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Uniform Coordinator: Responsible for managing the purchase and supply of all uniforms for the club.

- Complete stock take as required and ensure sufficient stock is available at all times, particularly in readiness for the upcoming season
- Review uniform costs and pricing, in consultation with the committee on an annual basis
- Collect all uniform orders and place them with the suppliers in a timely manner
- Liaise with the treasurer to ensure payments are received and banked prior to distribution of uniform orders and issue a receipt as proof of purchase
- Attend committee meetings as required

Website Coordinator: Responsible for managing the website and social media for the club.

- Update the club website and Facebook page with relevant information as required or requested by other committee members
- Attend committee meetings as required

Sponsorship & Fundraising Coordinator: Responsible for sourcing sponsorship and raising funds for the club.

- Coordinate the Bunnings BBQ Fundraiser each year
- Coordinate hampers, silent auctions and other fundraisers for Presentation Night
- Work in consultation with committee to organise and advertise new fundraising events
- Liaise with current sponsors each year and source new sponsorship and grants where applicable
- Liaise with the Website Coordinator to update sponsorship logos on the website and promote fundraising events
- To attend committee meetings as required

Selection Committee: Responsible for selecting and grading players into teams for the club.

- Includes the President, Coaches Convenor and Coaches if required
- To select and grade all players into teams before the start of each season
- Nominate appropriate sections for teams when registering teams with LYVNA
- To ensure that the club can appoint sufficient umpires and coaches for each team