

CANNON HILL DISTRICTS NETBALL ASSOCIATION COMMITTEE ROLES AND RESPONSIBILITIES

Executive Committee

President:

The President has a strategic role to play in representing the vision and purpose of the organisation. The President ensures that the executive committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Key Duties:

Ensure the executive committee functions properly

- To plan and run meetings in accordance to the governing document(s).
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the committee.
- To review governance performance and skills.
- To plan for recruitment and renewal of the Executive Committee.
- Ensure all necessary tasks of the day to day running of the activities of the club are carried out

Ensure the organisation is managed effectively

- To liaise with the government Bodies, as appropriate, to keep an overview of the organisation's affairs.
- To co-ordinate the committee to ensure responsibilities for particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required.
- To facilitate change and address conflict within the organisation in conjunction with the executive committee
- Submit an annual report
- Act as a signatory for the club for all legal and financial purposes

Provide support and supervision

- To sit on appointment and final appeal grievance panels, as appropriate.
- To sit on appraisal, recruitment and disciplinary panels as required.

Represent the organisation

- To communicate effectively the vision and purpose of the organisation.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the organisation.

Desirable Attributes (not compulsory):

- Be able to raise concerns with the Executive committee as they arise
- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good record keeping.
- Tact and diplomacy.
- Understanding of the committee roles and responsibilities
- Experience of organisational and people management.
- Prior knowledge of the operating environment of an Association.

Share of Executive Committee Workload: 30%

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Vice President:

The Vice-President deputised for the President and assist in the fulfillment of club administrative functions.

Key Duties:

- To be prepared to step into the Presidents role should the President be unable to fulfil their duties
- Ensure the clubs activities are in accordance with the clubs constitution
- Ensure the clubs procedures and documents are in order
- Fulfil other duties that the committee may request
- To sit on appointment and final appeal grievance panels, as appropriate.
- To sit on appraisal, recruitment and disciplinary panels as required.
- To communicate effectively the vision and purpose of the organisation.

Desirable Attributes (not compulsory):

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good record keeping.
- Tact and diplomacy.
- Understanding of the committee roles and responsibilities
- Experience of organisational and people management.
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Treasurer:

The overall role of a treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained. The role and person specification are summarised below.

General financial oversight

- To oversee and present budgets, accounts and financial statements.
- To liaise with designated committee members and shareholders about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation e.g. Companies and Association legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.
- Act as an authorised signatory for the club bank account and monitor the account – in particular to payments made.

Financial planning and reporting

- To present financial reports to the committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the organisation's reserves policy and investment policy.
- To advise on the financial implications of the organisation's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held and the aims and objects of the charity.
- Distribute, collect and lodge all club membership forms and monies in conjunction with the executive committee

Other

- To chair meetings of the Finance Sub-Committee (if implemented).
- To sit on appraisal, recruitment and disciplinary panels as required.

Desirable Attributes (not compulsory):

- Organisational ability
- Experience of financial control and budgeting.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the President.
- Good record keeping.

Share of Executive Committee Workload: 30%

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Secretary:

The role of the secretary is to support the President in ensuring the smooth functioning of the Executive Committee. The Secretary's tasks include:

Ensure Responsible Administration

- To prepare agendas in consultation with the President
- To circulate agendas and any supporting papers in good time.
- To receive agenda items from other committee members.
- To check that quorum is present.
- To minute meetings and circulate the draft minutes to all committee members.
- To check that committee members and staff have carried out action(s) agreed.
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- To ensure up-to-date records are kept of committee membership.
- Convene all meeting, book venue and send out meeting invites.

Other Duties

- To sit on appraisal, recruitment and disciplinary panels as required.

Desirable Attributes (not compulsory):

- Organisational ability.
- Minute-taking experience (if this is not being delegated to staff).
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable and sensitive to the feelings of others.
- Well organised and an eye for detail.
- Ability to work well with the President.
- Good record keeping.

Share of Executive Committee Workload: 10%

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General Committee

Assistant Treasurer:

- Prepare and lodge weekly banking
- Reconciliation of POS financial records at the end of each event
- Maintain accurate financial records
- Support the Treasurer as needed

Results Fixtures Co-ordinator:

- Preparing score cards
- Updating ladders
- Recording results from games
- Reconciling score cards and attendance to club records
- Manage and liaise with first aid providers

Social Media Co-ordinator

- Regularly update CHDNA's social media channels
- Ensure weekly draws and full in posts are uploaded in a timely manner
- Post relevant information and news for members as required

Umpires Conveynor

- Manage and roster umpires
- Mediate between players and umpires when needed
- Organise coaching for umpires when needed
- Manage umpire payments

Inventory Co-ordinator

- Stocktake of canteen supplies
- Ensuring stock levels are adequate
- Ordering of stock of balls, bibs, canteen, stationary, cleaning products and ice
- Ordering of food for special events (such as grand finals)

Trophies and Awards Co-ordinator

- Organising engraving of perpetual trophies and awards at the end of each season
- Ordering of new trophies/awards as required
- Maintaining the display of trophies/awards

Maintenance Co-ordinator

- Attend to any maintenance issues brought to the attention of the committee
- Co-ordinate contractors or trades as required
- Regularly Monitor club facilities for maintenance

General Committee Member

- Attend 75% of committee meetings
- Participate in committee discussions
- Commit to the overall goals of the club
- Assist in the running of day to day activities of the club
- Willing to assist in ad hoc projects / responsibilities