

Narre North Foxes Netball Club

Positions & Responsibilities



Executive Committee

President:

The role of the President is to be responsible for all aspects of the running of the club.

Duties:

- To be well informed of all club activities
- Plan for the future of the club.
- To have a good working knowledge of the club constitution, club rules, insurance cover and duties of all office holders.
- Club representative (ultimate responsibility lies with the President)
- To manage and chair executive and annual general meetings.
- Executive Committee Member

Vice President:

The role of the Vice President is to assist the President in all aspects of the running of the club.

Duties:

- Executive Committee Member
- Oversee smooth running of and provide assistance to all levels of the club
- Provide support and guidance to all club members where issues may arise

Secretary:

The role of the Secretary is to provide coordination links between members, club executive and other organizations.

Duties:

- Maintain a database of current and past club members, how many members, contact details, membership fees paid/not paid
- Maintain a file of all relevant contact details (eg. Insurance, Website, etc.)
- Keep Committee member abreast of all club and team matters
- Attend to all mail – postal and email
- Ensure all replies to correspondence are prompt
- Executive Committee Member

- Take and distribute minutes to committee
- Manage WWCC

Treasurer:

The role of the treasurer is to manage all expenses and income for the club.

Duties:

- Maintain accurate records of current income and expenditure
- Ensure monies received are banked correctly
- Make all payments and keep accurate records
- To be the signatory (with at least one other person)
- Prepare monthly bank account reconciliations
- Prepare annual financial accounts for auditing
- Pursue outstanding member's fees
- Executive Committee Member

Registration Secretary:

The role of the Registration Secretary is to manage player and team registrations

Duties:

- Ensure the complete and accurate maintenance of club membership for the season
- Create, manage and distribute start of season registrations for new and existing members
- Provide Team Selection Committee with full lists of each age group at the appropriate time
- Ensure all registrations are with the appropriate bodies by the due date
- Advise the Treasurer of members with outstanding club fees
- Acquire team lists from Team Selection Committee once teams finalised
- Provide secretary with full team lists and relevant contact information
- Executive Committee Member

General Committee

CNA Delegate:

The role of the CNA Delegate is to attend the delegate meetings on behalf of the club.

Duties:

- Represent the club and discuss relevant issues arising from committee meetings
- Report back to the committee

Property Steward:

The role of the Property Steward is to manage and maintain all uniforms & equipment.

Duties:

- Organise the acquisition of uniforms & equipment for training and games
- Organise stocktake at end of season
- Co-ordinate the sale of uniforms and other items over the season
- Prepare Coaches bags for the season

Grants Coordinator:

The role of the Grants Coordinator is to source and apply for grants.

Duties:

- Liaise between grant organisations and the club
- Develop grant proposal based on the clubs project and event requirements

IT Manager:

The role of the IT Manager is to update club website and Facebook page

Duties:

- Update website regularly as required
- Vet Facebook page
- Promote club events
- Develop a social media presence
- Ensure only club members are on the Facebook page

Fundraising Coordinator:

The role of the Fundraising Coordinator is to lead a team to generate funds for the club.

Duties:

- Organise, initiate and coordinate all fundraising events with the assistance of the Committee
- Promote fundraising events in the local community
- Liaise with our Events Manager for opportunities at our functions & events
- Ensure that funds are properly accounted for and information is passed on to the Treasurer

Events Coordinator:

The role of the Events Coordinator is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships with the club.

Duties:

- Organising social events
- Organising end of season and end of year dinners and presentations
- Booking venues and entertainment
- Ensure events / activities are properly organised and licensed where required
- Liaise with club coaches and managers to ensure players and their families attendance at club activities

Sponsorship Coordinator:

The role of the Sponsorship Coordinator is to organise, initiate and provide sponsors for the club.

Duties:

- Raise the profile of the club in the community
- Build a relationship with sponsors
- Seek out sponsorship for the clubs activities
- Co-ordinate sponsorship
- Develop club sponsorship packages for businesses

Tournament Coordinator:

The role of the Tournament Coordinator is to keep an up to date calendar of all association tournaments our teams can attend throughout the year.

Duties:

- Keep coaches informed of tournaments
- Book teams in as requested by the coaches
- organise payment for tournaments with the treasurer

Net Set Go Coordinator:

The role of the NetSetGo coordinator is to organise and run the Netsetgo programme.

Duties:

- Organize flyers for schools/students.
- Organise and develop training programmes for NetsetGo programme
- Be available to answer any NetSetGO registration enquiries

Coaches Coordinator:

The role of the Coaches Coordinator is to provide support and guidance to all coaches over the season.

Duties:

- Liaise with Coaches at beginning and during season
- Support Coaches with respect to team issues over the season
- Provide guidance and assistance to coaches over the season
- Ensure all coaches have appropriate training tools ie manuals and gear