



Committee Roles

President

- Manage & chair committee meetings
- Manage the annual general meeting
- Represent the club at Association meetings and events.
- Act as a facilitator for club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Forms the Executive Committee that can make decisions during the month to be ratified by the committee at the next meeting.

Vice President

- Carry out all duties of the President in their absence.
- Manage and Maintain the Club Action List.
- Forms the Executive Committee that can make decisions during the month to be ratified by the committee at the next meeting.
- Complete the duties of the Working with Children Check Registration Officer.
- Organise scorers/timers for finals.

Secretary

- Prepare the agenda for club meetings in consultation with the President
- Make arrangements including venue, date, times and hospitality for club meetings.
- Send adequate notice of the meetings
- Call for and receive nominations for committees and other positions for the club AGM
- Take the minutes of meetings & write up the minutes as soon as possible after the meeting
- Read, reply, and file correspondence promptly and forward to relevant committee members
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions
- Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.
- Forms the Executive Committee that can make decisions during the month to be ratified by the committee at the next meeting.

Treasurer

- Prepare a budget and monitor it carefully
- Keep a proper record of all payments and monies received & keep the club's books up-to-date
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid
- Send out accounts and pay bills
- Collects, receipts and bank monies over the year.
- Oversees the Club Kidsport Program - collects and validates vouchers
- Prepares a Monthly Bank Reconciliation Statement to be presented at meetings
- Prepares an End of Year Reconciliation Statement presented at the AGM
- Liaise with the Registrar to ensure all members are financial before the season commencing.
- Liaise with the Umpire co-ordinator to arrange weekly umpire payments.
- Coordinates the trophies and awards, ready for the awards night.
- Forms the Executive Committee that can make decisions during the month to be ratified by the committee at the next meeting.





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Registrar

- Set up programs and competitions in PlayHQ
- Ensure the registration details for all members are recorded in PlayHQ
- Maintain member records in PlayHQ
- Liaise with the Treasurer to ensure all members are financial before the season commencing.
- Ensure relevant data is forwarded to Netball WA and PNA
- Report registration information to the committee as required.

Open and Junior Coordinator

- Attend committee meetings and take note of relevant topics discussed that concern coaches/teams.
- Put forward any concerns, questions, or queries from the coaches to the committee on their behalf.
- Form a “grading committee” to assist in the grading of both seniors and juniors.
- Finalise all teams and report to the registrar.
- Assign coaches to both training squads and teams.
- Facilitate the training schedule/court allocations for all training sessions.
- Provide support and training for all coaches throughout the season.
- Facilitate Player movement throughout the season as required.
- After the season, coordinate the team/ player reports.
- Communicates with players and parents regarding competition issues.

Umpiring Co-ordinator

- Maintain a list of umpires, including contact details, bank details, qualifications, and game ability.
- Sets up and manages the Umpire roster for the entire season.
- Organises Umpires for Grading and round-robin sessions where required.
- Liaise with Treasure to ensure umpire payments are made.
- Communicate information on umpire development.
- Ensure a Mentor available for Junior umpires weekly during the season.
- Develops and supports umpires working towards National Umpire accreditations.
- Is available to be on the court most weekends of the season.
- Work with PNA and other club coordinators to assist with ensuring all games have suitable umpires.

Development Co-ordinator

- Co-ordinate external and internal development nights for all players during the season
- Liaise with Junior and Senior coordinators
- Provides training and game day support to Coaches when requested.
- Assist and support coaches working towards National Coaching accreditation.





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Uniform Coordinator

- Works with the treasurer to manage and maintain all compulsory and optional stock items.
- Arranges uniform “shop” at preseason and grading sessions
- Arrange samples of uniforms for members to try on.
- Obtain quotes for SNC merchandise when required.
- Collect money for all uniforms & distribute to players who have paid.
- Provide Annual Stocktake reports to the Committee at the workshop.

Equipment Coordinator

- Audit each team bag at the beginning of the season to ensure each bag has the required equipment, amount of balls, first aid equipment etc.
- Order and restock any bags that require restocking
- Hand out team bags to each team once teams have been selected
- See to minimal equipment needs that may arise throughout the season
- Collect team bags from team captains/managers at the end of the season or after the spring season if teams require them
- Store team bags over the off-season.
- Maintain storage cage at PNA

Fundraising Officer

- Organise a fundraising schedule at the start of the season
- Carry out the fundraising by handing out flyers, collecting money and delivering fundraising items to all players

Communication Coordinator

- Facilitate social media posts throughout the season.
- Promote social and club events.
- Promote teams and club accomplishments.

Social Co-ordinator

- Coordinate Junior function (mid-season event)
- Coordinate Open functions (1st game function & Mid season event)
- Coordinate the End of Season Awards Night (includes venue hire, ticket sales, decorating, entertainment, MC and speech duties, food and beverage options, and fundraising schemes)
- Coordinate special events as required (ie. Quiz Nights, Previous members' dinners, special occasions, club BBQs)
- Liaise with the treasurer regarding budgeting of social events.
- Seek sponsorship from local business
- Liaise with the Communication coordinator to promote events on time.

2 X Committee Members

- Duties as required by the committee.

Committee will have a minimum of 13 out of the 16 positions filled at all times, with a minimum of 4 playing members.

