



Executive Duties

The below provide an example of duties that are completed by the committee but are in no way exhaustive.

President

Role – to ensure the efficient running of all operations of the club.

Duties:

- Facilitate organisation of the Club.
- Act as Chairperson at Executive and General Meetings.
- Co-ordinate Club Committee.
- Ensure Club Committee fulfils commitments.
- Be available for discussions with members
- Manage any club or individual issues as they arise.
- Be a signatory on the Club bank account.

Vice President

Role – To support all committee members in the efficient performance of their roles

Duties

- Preside at General Meetings in absence of President
- Assist President as required
- Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- Provide support and guidance to all club members where issues may arise
- Other duties as nominated by the President and / or Committee

Secretary

Role – Administrator of the club providing coordination links between members, club executive and BHN

Duties

- Receive and process all inwards correspondence and forms.
- Respond to correspondence, after discussion with the Executive Committee, when necessary.
- Maintain a file of all relevant contact details (eg. Insurance, Website, etc.)
- Prepare the Agenda for all meetings.
- Ensure all correspondence is in neat and organised manner.
- Coordinate all correspondence with BHN
- Ensure the By-Laws are current.
- Be a signatory on the Club bank account.



Club Administrator

Role – Ensure efficient running of the club providing coordination between committee members

Duties

- Take the minutes at all Meetings
- Prepare a typed copy of all minutes for the Secretary to keep on file and distributed at the next appropriate meeting.
- Maintain and regularly update the Club social media

Treasurer

Role – Responsible for the financial management of the club.

Duties

- Keep true and accurate account of Club's income and expenditure.
- Pay accounts promptly.
- Collect and bank any necessary monies.
- Issue receipts for incoming monies.
- Prepare reports for general meetings.
- Prepare Annual report for the Annual General Meeting.
- Be a signatory on the Club bank account.
- Ensure insurance is paid on the Gazebo

Registrar

Role – to ensure the club fulfils all its obligations regarding player registrations.

Duties

- Register Club members, keeping a database of members' details on MyNetball or its successor
- Register annual list of members with BHSNA for NSWNA Ltd. Affiliation.
- Prepare and register teams with BHSNA for the winter competition.
- Organise Annual Registration.
- Provide a list of all players to the grading committee.
- Formulate final team list with contact details for distribution
- Keep records compliant with current NSW Government Working with Children Check
- Liaise with BHSNA throughout the season regarding forfeits and borrowing
- Work to grow club membership through advertising

Umpire Convenor (Junior & Senior)

Role – to organise the weekly roster for umpire duty for all Kellyville games and to provide support and guidance to all umpires.

Duties

- Co-ordinate umpire schedule for the season
- Keep records of all umpires and their accreditation
- Assist, coach and encourage members to umpire.
- Mentor all umpires at games as needed
- Arrange for members to sit the Umpires' Theory and Practical Examinations.
- Represent the Club at the BHN Umpires Convenor Meetings.



Coaching Coordinator

Role – to provide support and guidance to all coaches over the season

- Organise the appointment of coaches for each team.
- Encourage coaches to attend coaching clinics.
- Provide access to coaching materials.
- Be able to provide advice to coaches when needed.
- Organise Club-coaching clinics.
- Coordinate coaches' final reports.
- Organise players for Representative selection.

Equipment/uniform Officer

Role – to maintain and acquire stock for netball season

Duties

- Order equipment as required.
- Provide all teams with a kit bag at the commencement of the season.
- Ensure kit bags are collected at the end of the season.
- Maintain relationships with equipment suppliers
- Liaise with the uniform suppliers to ensure stock levels are updated annually and products are refreshed as required

Grading Coordinator

Role – To ensure a fair and impartial grading of players into teams at the start of the new season

Duties

- Responsible for grading of the Clubs Junior teams
- Coordinate Graders for pre-season trials
- Organise grading day
- Collate end of season coaching reports
- Organize/book grading venue
- Organise grading times and player matrix
- Run grading day ensuring players have warmed up, tried out in 2 of their 3 preferred positions
- Organise refreshments for graders
- Formulate teams in consultation with graders and contact registrar if players are still required to complete team numbers
- Provide registrar with finalised team lists, requested team grading and grading justification comments for BHN team registration
- Send team lists to be uploaded to website
- Respond to any initial grading enquiries we may have

Social Convenor/s

Role – to ensure the social aspect of the club is welcoming of new members and supportive of existing members

Duties:

- Organise the Presentation Day at end of season
- Arrange for the Club Photos
- Co-ordinate end of season trophies, certificates and gifts



- Liaise with Team Managers to upload posts / photos and other information to the Club's Facebook page

Website Co-ordinator

Role – to ensure that the website is a vital information hub for all club members

Duties: Manage the website and all that that entails

- Keep up to date and keep as a useful resource for all club members
- Co-ordinate other users of the website ie. Umpire Convenor, Registrar
- Liaise with committee members to acquire information
- Liaise with Social Convenor regarding Facebook uploads if required

General Duties of Executives

- Appointment of grading committee.
- Ratification of teams and grading.
- Organisation of Junior Presentation Day.
- Selection of recipients for perpetual trophies.
- Appointment of Life Membership.
- Appointment of Judiciary Panel.
- Find sponsors willing to advertise on the Website and other relevant avenues
- Organise any necessary fundraising.
- Assist in the purchasing of trophies and presentation items for presentation day