

Dolphins Netball Club Inc.

Management Committee Position Descriptions



All positions will be open for election at the club AGM

Please Note: all positions will require additional hours at the start of season.

President

Lead the club in conjunction with the management committee and ensure the delivery of the club's goals and objectives, in accordance with the club rules. Complete all legal and compliance obligations. Be the primary support officer for the club Uniforms Convenor, Communications/Social Media and Umpiring Coordinators.

RESPONSIBILITIES AND DUTIES

- Attend meetings of the club and ensure meetings are conducted in an orderly manner and in accordance with the rules of the club
- Promptly attend to agreed actions arising from committee meetings
- In conjunction with the management committee, prioritise the club's goals (consistent with the views of members and the needs of the club) and lead the committee to achieve those goals
- Maintain a positive, forward-thinking approach to the growth and development of the club
- Implement good governance through documented up-to-date constitution, bylaws, policies and procedures, ensuring compliance and legislative obligations are met
- Have a good working knowledge of the club's constitution, bylaws, policies and procedures and the duties of all office holders and subcommittees (to be provided on acceptance of position)
- Deal with disciplinary matters in accordance with the club's codes of conduct, behaviour policy and disciplinary procedures
- Seek grant opportunities to support the vision of the club
- Represent the club in a professional, positive and appropriate manner
- Delegate tasks to suitable personnel as necessary
- Assist the umpiring coordinator maintain a positive, forward-thinking approach to the growth and development of umpires through the implementation of a development program
- Assist the uniform convenor with the stock management and sales of club uniforms
- In conjunction with the communications/social media officer develop a club marketing and promotional plan
- Keep sponsorship records organised and up-to-date, and keep an up-to-date donations list
- Ensure committee members understand the requirements of their roles and assist them to fulfil expectations. Offer development training, and monitor the performance of committee members as required
- As a member of the management committee, ensure a high standard of volunteer management practices are maintained
- In consultation with the management committee prepare a yearly budget
- In conjunction with the treasurer review the budget bimonthly
- Attend Redlands Netball Association (RNA) annual and general meetings as required
- Attend club events and activities where possible
- Prepare an annual club report for submission to the RNA annual general meeting
- Prepare and submit a report as required to management committee meetings
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- Perform other related activities as determined in consultation with the management committee.

PRESIDENT ESSENTIAL SKILLS AND REQUIREMENTS

- Working knowledge of the MyNetball system (training provided)
- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Agree to undergo a criminal history check
- Hold a current drivers licence to effectively carry-out some activities required
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures
- Ability to fill a management role suitable for a not-for-profit, volunteer-based club, including a good understanding of the need for planning, administration and the ability to liaise with the management committee and club members
- Good written and oral communication skills, including the ability to effectively liaise players, parents/carers, officials and administrators with effective people management skills
- Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations, of the club (or able to obtain within a reasonable timeframe of accepting the position)
- High level of understanding of the financial management needs of the club's operations
- Knowledge of good governance practices and project management skills (or able to obtain within a reasonable timeframe of accepting the position)
- A strong understanding of the needs of the club
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role.

**The estimated time commitment required as the President
is approximately 8 hours per week**

Vice President

Support the management committee to ensure the day-to-day operations, and the delivery of goals and objectives of the club are met. Be the primary support officer for the club's fundraising coordinator, events coordinator and team managers.

RESPONSIBILITIES AND DUTIES

- Assist the president to maintain a positive, forward-thinking approach to the growth and development of the club, through the implementation of good operational management
- Attend management meetings of the club
- Promptly attend to agreed actions arising from committee meetings
- In the absence of the president, ensure meetings are conducted in an orderly manner and in accordance with the rules of the club
- Support and assist club team managers as required
- Assist in the development and formulation of the club website and update as required
- Maintain a current asset register
- In conjunction with the events and fundraising coordinator's, ensure that efficient rosters are prepared in a timely manner
- Assist the events coordinator with the supervision of volunteers on duty days
- Attend Redlands Netball Association annual and general meetings as required
- Attend club's events and activities where possible
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position)
- Prepare and submit a report as required to management committee meetings
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- Perform other related activities as determined in consultation with the management committee.

ESSENTIAL SKILLS AND REQUIREMENTS

- Working knowledge of the MyNetball system (training provided)
- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Hold a current drivers licence to effectively carry-out some activities required
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures
- A good understanding of the need for planning, administration and the ability to liaise with the management committee and club members
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- An understanding of the legal, financial, ethical, moral requirements and compliance obligations of a the club (or able to obtain within a reasonable timeframe of accepting the position)
- An understanding of the financial management needs of the club operations
- Knowledge of good governance practices and project management skills (or able to obtain within a reasonable timeframe of accepting the position)
- A strong understanding of the needs of the club
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role.

The estimated time commitment required as the Vice President is approximately 4 hours per week

Secretary

Ensure the professional management of club documentation, correspondence, meeting minutes and register of members.

RESPONSIBILITIES AND DUTIES

- Attend meetings of the club and the management committee, and carry out directions given at such meetings
- Promptly attend to agreed actions arising from committee meetings
- Call all meetings of the club and prepare notices of meetings including special general meetings as required
- Prepare the agenda of business to be conducted at meetings in conjunction with president
 - Call for agenda items/motions (motions must be received at least 48 hours before a meeting)
 - Prepare agendas for meetings 24 hours before meetings
- Keep minutes of all meetings and distribute to the committee within 7 days of the meetings closure
- Ensure minutes are available to committee, club and life members as required
- Distribute communication as required, prepare a report and list of all correspondence (including emails) for meetings
- Maintain copies of all correspondence and other documentation relating to the club
- Receive nominations for life membership as per the constitution
- Maintain an up-to-date Blue Card register
- Update management committee member details after the annual general meeting (AGM) and distribute to the Redlands Netball Association, Office of Fair Trading and others as required
- Maintain a list of approved changes to bylaws and date they were approved
- As a member of the management committee, ensure a high standard of volunteer management practices are maintained
- Attend club events and activities, where possible
- Have a good working knowledge of the club's constitution, rules, policies and procedures, and the duties of all office holders and subcommittees (to be provided on acceptance of position)
- Maintain a positive, forward-thinking approach to the growth and development of the club
- Implement good governance, through documented up-to-date constitution, policies and procedures, ensuring compliance and legislative obligations are met
- Represent the club in a professional, positive and appropriate manner
- Delegate tasks to suitable personnel as necessary
- Perform other related activities as determined in consultation with the management committee.

Annual General Meeting Duties

- Send out management committee position nominations at least 6 weeks before the AGM (nominations close 14 days before the AGM)
- Notice of AGM to be given not less than 28 days before AGM (place and date on website)
- Call for committee reports for the AGM when the notice of the AGM is sent
- Forward nominations and agenda to members 10 days before the AGM
- Prepare an agenda for the AGM, listing candidates for positions, and distribute to members 10 days before the AGM

SECRETARY SKILLS AND REQUIREMENTS

- Working knowledge of the MyNetball system (training provided)
- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Hold a current drivers licence to effectively carry-out some activities required
- Agree to undergo a criminal history check
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures
- A good understanding of the need for planning, administration and the ability to liaise with the management committee and club members
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- An understanding of the legal, financial, ethical, moral requirements and compliance obligations of the club (or able to obtain within a reasonable timeframe of accepting the position)
- An understanding of the financial management needs of the club operations
- Knowledge of good governance practices (or able to obtain within a reasonable timeframe of accepting the position)
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role.

The estimated time commitment required as the Secretary is approximately 4 hours per week

Treasurer

To support the management committee in maintaining high standards of financial reporting and record keeping, policy implementation and communication within the club.

RESPONSIBILITIES AND DUTIES

- Attend and provide suitable reports at meetings of the club and its' management committee, as required under the rules of the club
 - profit and loss, balance sheet, asset register, accounts receivable, accounts payable
- Promptly attend to agreed actions arising from committee meetings
- Provide effective financial management to ensure the future financial stability and growth of the club
- Provide relevant financial information to members as requested, to ensure members clearly understand the allocation of club funds
- Monitor income and expenditure to ensure all individuals maintain budgetary restraints and relevant processes
- Implement strong financial controls to protect cash and assets of the club, as well as, the volunteers handling the cash
- Provide financial reports and statements as required in accordance with the rules and government regulations to the Australian Taxation Office and Office of Fair Trading
- Be responsible for the development and monitoring of an annual budget, including maintenance and use of the Standard Chart of Accounts codes in the club's financial management software
- Manage and provide information needed to conduct the annual audit
- Oversee fees, levies and payments of the club, including the annual review of fees
- Be responsible for the collection of all fees, including debt collection of outstanding payments
- Oversee takings in collaboration with one other management committee member and issue receipts for all payments; prepare such money for banking
- Close all books on 30 September each year and prepare all financial records as may be required by the club auditor
- Present the audited profit and loss statement and balance sheet to the annual general meeting of the club
- Furnish all books of account at any time to the office bearers within 14 days of notice
- Attend club events and activities, where possible
- Have a good working knowledge of the club's constitution, by-laws, policies and procedures (to be provided on acceptance of position)
- Prepare and submit a report as required to management committee meetings
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- Perform other related activities as determined in consultation with the management committee.

TREASURER ESSENTIAL SKILLS AND REQUIREMENTS

- Desirable to hold formal bookkeeping, accounting qualifications or relevant business or industry experience
- Working knowledge of the MyNetball system (training provided)
- Hold a current Blue Card (or able to obtain one within a reasonable timeframe of accepting the position)
- Hold a current drivers licence to effectively carry-out some activities required
- Agree to undergo a criminal history check
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, by-laws, code of behaviour, policies and procedures
- A good understanding of the need for planning, administration and the ability to liaise with the management committee and club members
- Strong written and oral communication skills, including the ability to effectively liaise with players, parents/carers, officials and administrators with effective people management skills
- Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations of the club (or able to obtain within a reasonable timeframe of accepting the position)
- High level of understanding of the financial management needs of the club operations
- Knowledge of good governance practices and project management skills (or able to obtain within a reasonable timeframe of accepting the position)
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role.

**The estimated time commitment required as the Treasurer
is approximately 6 hours per week**

Operations Manager

Be responsible for the day-to-day netball operations of the club and be the primary support officer for the club's coaching and moddies coordinators, registrar and equipment officer.

RESPONSIBILITIES AND DUTIES

- In conjunction with the management committee, supervise the club's netball operations, assist in the development and formulation of strategies to achieve goals and objectives, and expand the club's activities
- Attend management meetings of the club
- Promptly attend to agreed actions arising from committee meetings
- Assist the coaching and moddies coordinator maintain a positive, forward-thinking approach to the growth and development of club coaches, through the implementation of a development program
- Oversee coach appointments in conjunction with the coaching and moddies coordinator
- In conjunction with the equipment officer, ensure all necessary equipment is distributed and is available on game day
- Assist the registrar maintain an up-to-date list of all club players, coaches, managers and umpires
- As a member of the management committee, ensure a high standard of volunteer management practices are maintained
- Attend Redlands Netball Association annual and general meetings as required
- Attend club events and activities, where possible
- Have a good working knowledge of the club's constitution, rules, policies and procedures (to be provided on acceptance of position)
- Prepare and submit a report as required to management committee meetings
- Prepare a report to be given to the secretary for inclusion in the annual report to be presented at the annual general meeting
- Perform other related activities as determined in consultation with the management committee.

ESSENTIAL SKILLS AND REQUIREMENTS

- Working knowledge of the MyNetball system (training provided)
- Hold a current Blue Card (or be able to obtain one within a reasonable timeframe of accepting the position)
- Hold a current drivers licence to effectively carry-out some activities required
- Abide by the club's non-disclosure agreement
- Abide by the club's rules, bylaws, code of behaviour, policies and procedures
- A good understanding of the need for planning, administration and the ability to liaise with the management committee and club members
- Strong understanding of the legal, financial, ethical, moral requirements and compliance obligations of the club (or able to obtain within a reasonable timeframe of accepting the position)
- An understanding of the legal, financial, ethical, moral requirements and compliance obligations of the club (or able to obtain within a reasonable timeframe of accepting the position)
- High level of understanding of the financial management needs of the club operations
- Knowledge of good governance practices (or able to obtain within a reasonable timeframe of accepting the position)
- The ability to separate personal and club interests, and act in the best interests of the club at all times whilst in the assigned role.

**The estimated time commitment required as the Operations Manager
is approximately 2 hours per week**