



## PRESIDENT

### **Summary:**

The Netball Committee President is the principal leader of the Netball Committee of the South Upwey Netball Club and has overall responsibility for the administration and corporate governance of the South Upwey Netball Club.

The President is responsible for ensuring that Committee Members and Club Members act in accordance with the South Upwey Netball Club Constitution, Mountain District Netball Association Constitution and by-laws and the National Sporting Code of Behaviour.

The President forms part of the Executive Committee along with the Vice President, Treasurer and Secretary. The Executive Committee on occasions have the power to meet to deal with any particular matter or matters upon such terms as the Committee may think fit.

### **Responsible to:**

The President is elected by the South Upwey Netball Club members and is responsible for representing the views of the South Upwey Netball Club Committee and the Club's Members.

### **Responsibilities and Duties:**

- President, in conjunction with Minutes Secretary, sets the committee meeting agenda.
- President chairs all Committee meetings and the Annual General Meeting, encouraging focused discussions.
- President must have a thorough understanding of the Mountain District Netball Association Constitution and by-laws and the responsibilities of its committee members to ensure that South Upwey Netball Club operates within these rules.
- President must have a thorough knowledge of the South Upwey Netball Club Constitution and Consumer Affairs Victoria Regulatory requirements.
- President must ensure that future planning and budgeting is carried out for the betterment of South Upwey Netball Club and Club Members.
- President must be well informed of all club activities.
- President must attend all meetings.
- President must support all coaches in terms of player and parent management.
- President must be a supportive leader for all club members & sub committees.
- President to present the Annual Report at the Annual General Meeting.



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- President, in conjunction with the Vice President, Secretary and Treasurer to arrange trophies for end of year presentation evening.
- President to ensure that Committee members' responsibilities are communicated and followed through.
- Ensure appropriate promotion of South Upwey Netball Club is conducted during the season to encourage player numbers so as to further success, positive morale and direction of the Club.

### **Knowledge and Skills Required:**

- Good people skills and an interest in all aspects of the workings of the Club.
- Thorough knowledge of the South Upwey Netball Club Constitution and Mountain District Netball Association Constitution and by-laws and Consumer Affairs Victoria Regulatory requirements.
- Ability to maintain confidentiality on relevant matters.
- Essential to be available to listen and give advice regarding any concerns and issues raised by Committee or Club members.
- Enthusiasm for leadership and supportive attitude towards all Committee and Club members.
- Competent computer skills



## VICE PRESIDENT

### **Summary:**

The Vice President of the South Upwey Netball Club primarily assists the Club President of South Upwey Netball Club, as directed by the Club President. The Vice President supports all committee members in the efficient performance of their roles

The Vice President forms part of the Executive Committee along with the President, Treasurer and Secretary. The Executive Committee on occasions have the power to meet to deal with any particular matter or matters upon such terms as the Committee may think fit.

### **Responsible to:**

The Vice President is elected by the South Upwey Netball Club members and is responsible for representing the views of the South Upwey Netball Club Committee and the Club's Members when delegated to act on behalf of the Club President.

### **Responsibilities and Duties:**

- To assist the Club President in managing the committee and/or executive meetings
- To support the President and fill in if President is unavailable
- Be well informed of all club activities & familiar with President's role
- Attend meetings
- Chair meetings when President absent
- May be the signatory on club cheques (with at least one other)
- Provide support and guidance to all club members where issues may arise
- Have a good working knowledge of the constitution, how the club runs and the duties of committee members

### **Knowledge and Skills:**

- Good people skills and an interest in all aspects of the workings of the Club.
- Good knowledge of the South Upwey Netball Club Constitution and duties of committee members
- Well informed of organisations activities
- Is aware of the future directions and plans of the club
- Able to maintain confidentiality on relevant matters.
- Is a supportive leader for all organizational members
- Competent computer skills



## SECRETARY

### **Summary:**

The Secretary is the chief administration officer of the South Upwey Netball Club. This person provides the coordinating link between members, the Committee and Outside agencies.

The Secretary forms part of the Executive Committee along with the President, Vice President and Treasurer. The Executive Committee on occasions have the power to meet to deal with any particular matter or matters upon such terms as the Committee may think fit.

The Netball Committee Secretary is elected by the Upwey South Netball Club members.

### **Responsible to:**

The Secretary is directly responsible to the Netball Committee President, the Club Committee and the members of South Upwey Netball Club.

### **Responsibilities and Duties:**

- Call for and receive nominations for committees and other positions for the club AGM
- Clear Mailbox regularly. Disseminate mail or reply accordingly.
- Keep records of all inward and outward correspondence and distribute to appropriate Committee Members.
- Liaise with the President and other committee members when required.
- Maintain up to date register of committee members, coaches and sponsors names and addresses.
- Maintain files of legal documents such as constitutions, bylaws, leases, titles and working with children's checks.
- Maintain and update 'my netball' database
- Disseminate relevant MDNA information to the President, committee members and to all coaches and team managers where appropriate.
- Disseminate regular emails to all club members when required
- To attend all meetings
- May be a signatory on club cheques (with at least one other).

### **Knowledge and Skills Required:**

- Can communicate effectively.
- Knowledge of the South Upwey Netball Club Constitution.
- Can maintain confidentiality on relevant matters.
- Computer literacy.
- To send regular, timely emails to members when needed
- Is well organized and efficient in completing tasks
- To keep copies of all correspondence and other documents relating to the club.



## TREASURER

### **Summary:**

The Treasurer is the chief financial management officer of the South Upwey Netball Club and has the responsibility to look after the financial affairs of the Club.

The Treasurer forms part of the Executive Committee along with the President, Vice President and Secretary. The Executive Committee on occasions have the power to meet to deal with any particular matter or matters upon such terms as the Committee may think fit.

The Netball Committee Treasurer is elected by the South Upwey Netball Club Members.

### **Responsible to:**

The Treasurer is directly responsible to the President of the South Upwey Netball Club for looking after the financial affairs of the Club's Members.

### **Responsibilities and Duties:**

- Responsible for the banking, security of the petty cash and the bank accounts eg. Cheques and bank transfers
- Must attend monthly committee meetings.
- Formulate annual financial statements for presentation at the Annual General Meeting.
- Make all payments on a timely basis and keep accurate, up to date records of expenditure.
- Issue receipts and promptly deposit all monies received in the bank account on a timely basis and maintain accurate up to date records of income at all times.
- Treasurer is a signatory on club cheques (with at least one other).
- Invoice club members for fees, uniforms, costs etc and ensure that all dues are collected in time.
- Keep digital, up to date records of fees, payments and invoices
- Email reminders to families for payments of anything owing to the club
- Organise payment plans with families for payments of anything owing to the club
- Contact families who are not timely in their payments of anything owing to the club
- Be fully informed of South Upwey Netball Club's financial position at all times and keep the accounts up-to-date supported by detailed records of all payments and monies received to enable easy presentation of the year end accounts.
- Arrange for payment of training venue, umpires/court and VNA fees
- Treasurer, in conjunction with the Secretary, to prepare an annual financial report for presentation at the AGM.



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- Treasurer to arrange any payments approved by President.
- Treasurer must maintain player records and all financial records pertaining to registration of players and coaches in a safe and secure place.
- Ensure all information is prepared for an Audit each year
- Arrange audit
- Prepare a report for all committee meetings
- Make sure reports are understood at all committee meetings

If for any reason the Treasurer is unable to attend a committee meeting, a report must be submitted to the President and Minutes Secretary in writing prior to the scheduled meeting.

**Knowledge and skills required:**

- Well organised
- Ability to work in a logical manner.
- Aware of information which is needed for annual audit
- Can maintain confidentiality on relevant matters
- Knowledge of the South Upwey Netball Club Constitution and Consumer Affairs Victoria Regulatory requirements
- Able to allocate regular time periods to maintain the books
- Background in accounting and/or bookkeeping/spreadsheet abilities useful
- Ability to keep detailed records to enable the preparation of the annual financial accounts



## UMPIRE CO-ORDINATOR

### **Summary:**

The Umpire Co-ordinator is responsible for the training, development and management of the umpires for South Upwey Netball Club.

### **Responsible to:**

The Umpire Co-ordinator is directly responsible to the committee of management and the members of the South Upwey Netball Club.

### **Responsibilities and Duties:**

- Organize umpires rosters and maintain records. Allocate umpires to timeslots for each Saturday fixture.
- Inform Treasurer of umpires needing payment from South Upwey Netball Club at regular, agreed upon intervals
- Inform Treasurer of umpires needing payment from other clubs in a timely fashion
- Organize mentors and mentor training
- Identify and organize the training and education opportunities for umpires
- Attend workshops and other development programs to enhance own skills
- Ensure umpires are becoming accredited and recognized for their umpiring- discuss pathways and badge opportunities with them as necessary
- Disseminate information from MDNA Umpires convener to our umpires
- Disseminate information from MDNA Umpires convener to the committee
- Liaise with MDNA Umpires Convener as required

If for any reason the Umpire Coordinator is unable to attend a committee meeting, a report must be submitted to the President and Minutes Secretary in writing prior to the scheduled meeting.

### **Knowledge and Skills:**

- Can communicate effectively and have good interpersonal skills
- Is positive and enthusiastic
- Is well organized
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of constitution and bylaws
- Is able to evaluate umpire performance and provide positive advice
- Maintains or improves his/her current accreditation level
- The coordinator should preferably have umpiring experience, with a "B" or "C" Badge.



## COACHES CO-ORDINATOR

### Summary:

The Coaching Co-ordinator is responsible for the training, development and management of the club's coaches, the coaching program and promoting the value of coaching within South Upwey Netball club.

### Responsible to:

The Coaches Co-ordinator is directly responsible to the committee of management and the members of the South Upwey Netball Club.

### Responsibilities and Duties:

- Ensure all club coaches hold appropriate qualifications
- Ensure there are enough coaches for the club's requirements
- Arrange, when directed to by the executive committee, appropriate coach training sessions and regular coach meetings
- Disseminate information about training sessions, accreditation and workshops run by MDNA to club coaches
- Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner
- Enhance feelings of self confidence and self-esteem within the club coaches
- Liaise with other Committee members regularly
- Continually seek out potential coaches and recruit whenever possible, particularly beginner coaches
- Ensure all coaches are recognized for their efforts
- Submit regular reports to the Club committee and attend committee meetings

If for any reason the Coaches Coordinator is unable to attend a committee meeting, a report must be submitted to the President and Minutes Secretary in writing prior to the scheduled meeting.

### Knowledge and Skills Required

- Can communicate effectively and have good interpersonal skills
- Is positive and enthusiastic, with good motivational skills
- Is well organized
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of constitution and bylaws
- Is able to evaluate coach performance and provide positive advice
- Maintains or improves his/her current accreditation level
- Have a sound understanding of modern coaching and teaching principles
- The coordinator would preferably have a Level 2 Coaching accreditation





## UNIFORM AND EQUIPMENT CO-ODINATOR

### **Summary:**

The Uniform and Equipment Co-ordinator is the uniform and equipment manager of the South Upwey Netball Club Teams.

### **Responsible to:**

The Uniform and Equipment Co-ordinator is directly responsible to the committee of management and the members of the South Upwey Netball Club.

### **Responsibilities and Duties:**

- responsible for co-ordinating the supply, demand and distribution of the South Upwey Netball Club Uniform.
- responsible for the supply, demand and distribution of equipment for training and game day equipment for teams.
- The co-ordinator must ensure that there are sufficient stock sizes on hand to supply all members requiring items of the Registered Uniform.
- maintain an inventory system and undertake a stock take at regular intervals or as directed by the executive committee
- attend monthly committee meetings on a regular basis and provide an inventory holding report for the committee.
- If required additional items can be ordered and purchased in consultation with the President, Treasurer and Secretary.
- It is the responsibility of the Uniform Co-ordinator to place the orders with the appropriate supplier or manufacturer and the organization of deliver or pick-up of stock / uniforms.
- Uniform Prices shall be determined by the Committee
- Ensure adequate stock is available at the commencement of the season
- Be available at Registration Days/Events so that members can access, size and order uniforms for the forth coming season
- In consultation with the executive committee, keep an accurate record of stock / uniforms issued to members
- In consultation with the Treasurer take monies / payment for uniforms and issue a receipt for all monies paid
- Liaise with Treasurer and ensure all equipment and uniform supplier invoices are paid
- Sell second hand uniforms when required
- Take orders and organize new uniforms for the start of the season
- Consult with Committee and relevant members for equipment orders for the start of the season- for example Netballs and training equipment
- Ensuring all equipment is safe
- Ensuring that all teams are equipped with first aid kits at the beginning of each season
- Organise distribution of equipment to coaches before the season commences



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- Ensure the equipment bags and first aid kits are kept fully stocked
- Maintain a register of equipment that has been distributed
- Arrange collection of equipment at the end of the season
- Arrange storage of equipment out of season

**Knowledge and Skills Required:**

- Can communicate effectively, including the ability to effectively liaise with players, coaches and outside organisations
- Knowledge of the club's constitution.
- Computer literacy.



## WEBSITE CO-ORDINATOR

### **Summary:**

The Website Co-ordinator manages the Club website and shares in the management of the Club social media profile/s.

### **Responsible to:**

The Website Co-ordinator is elected by the South Upwey Netball Club members and is responsible for representing the views of the South Upwey Netball Club members.

### **Responsibilities and Duties:**

- Work with other committee members to ensure relevant Club information is published on the website, in the appropriate place
- Manage all aspects of Club website
- Share in the management of Club social media accounts
- Share in the management of Club uniform / ticket / event orders
- Represent the Club at local level
- Participate in Club Committee meetings as outlined in Model Rules and in accordance with member wishes.
- identify opportunities to increase enrolment into the club through social media
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### **Knowledge and Skills Required:**

- Intermediate IT skills and knowledge
- Some familiarity with website management
- Media/social awareness
- Familiarity with Google / Gmail platform and products
- Ability to create creative and engaging content, or co-ordinate its creation
- Ability to communicate well with others
- Is well organised and can be responsive at short notice
- Can maintain confidentiality on relevant matters



## EVENTS/SOCIAL CO-ORDINATOR

### **Summary:**

The Events/Social Co-ordinator manages the social events and fundraising for the South Upwey Netball Club.

### **Responsible to:**

The Events/Social Co-ordinator is elected by the South Upwey Netball Club members and is responsible for representing the views of the South Upwey Netball Club members.

### **Responsibilities and Duties:**

- Manage fundraising events for the club in accordance with executive committee consultation.
- Co-ordinate the running and delegate tasks for fundraising events
- Promote fundraising events with member base
- Assist with the planning and conduct of social events
- Liaise with persons inside and outside the club as needed for fundraising and social events
- Liaise with Treasurer around monies collected for fundraising
- Liaise with Treasurer around monies to be paid out for social functions and ensure suppliers invoices are paid
- Identify opportunities to increase fundraising potential for the club

### **Knowledge and Skills Required:**

- Have a knowledge of the South Upwey Netball Club Constitution and how the club operates
- A strong understanding of netball and association procedures.
- Can communicate effectively
- Enthusiasm and positivity
- Knowledge of the club's constitution
- Computer literacy



## MINUTES SECRETARY

### **Summary:**

The Minutes Secretary manages the writing and distribution of the agenda and meeting minutes as well as monitors apologies and quorum requirements for committee meetings.

### **Responsible to:**

The Minutes Secretary is elected by the South Upwey Netball Club members and is responsible for representing the views of the South Upwey Netball Club members.

### **Responsibilities and Duties:**

- Secretary prepares the agenda for committee meetings in consultation with the President and distributes to all Committee Members.
- Send adequate notice of forthcoming meetings to all Committee Members.
- Gather apologies for forthcoming meetings and monitor quorum requirements
- Keep accurate minutes of committee meetings and then distribute to all Committee Members prior to the next meeting.

### **Knowledge and Skills Required:**

- Have a knowledge of the South Upwey Netball Club Constitution and how the club operates
- A strong understanding of netball and association procedures.
- Can communicate effectively
- Enthusiasm and positivity
- Computer literacy
- To send regular, timely emails to members when needed
- Is well organized and efficient in completing tasks



## GENERAL COMMITTEE

### **Summary:**

General Committee Members assist the Executive Committee in the running of the South Upwey Netball Club.

### **Responsible to:**

General Committee Members are responsible to the President, Vice President, Treasurer and Secretary and the members of South Upwey Netball Club.

### **Responsibilities and Duties:**

- In conjunction with the Executive Committee, organize club activities and determine strategies on how to increase the number of South Upwey coaches/teams/players.
- Implement and supervise the strategies established in order to increase the number of South Upwey coaches/teams/players.
- Attend monthly committee meetings and submit reports on activities in progress
- Assist the Executive Committee with presentation night, and Annual General Meeting.
- Carry out responsibilities as deemed by Executive Committee
- Foster a positive club spirit amongst all members and encourage them to participate in a sporting manner
- Take on concerns from Club members and bring these concerns to be heard at committee meetings

### **Knowledge and Skills Required:**

- Have a knowledge of the South Upwey Netball Club Constitution and how the club operates
- A strong understanding of netball and association procedures.
- Can communicate effectively
- Enthusiasm and positivity
- Computer literacy