



Kingsway Roos Netball Club

Committee Position

Descriptions

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Role Description - President

The role of the President is to provide the principle leadership and responsibility for the organisation and the Committee.

The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Constitution and completes all legal and compliance obligations.

Responsibilities

The general responsibilities of the President are wide and varied and may include, but certainly not limited to the following responsibilities.

Knowledge

To successfully undertake the role of President the roles requires the person:

- To be well informed of all club activities
- Have a good working knowledge of the constitution, by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

Governance

Key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviours and continually communicates them to members, players, coaches, supporters and volunteers
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- Ensure compliance and legislative obligations are meet
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions,
- have regularly reviewed position descriptions or terms of references
- All club activities are documented in operations manuals, policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure and role
- Act as a signatory for the Club in all legal purposes and financial purposes

Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of a club President including:

- Setting the agenda for each committee and general meeting, including the clubs annual general meeting
- Chair all committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club and represent it as required
- Liaise with all relevant stakeholders
- Ensure committee members, team manager and coaches fulfil their responsibilities to the club.
- Ensure the key stakeholder relationships of the club are maintained and nurtured
- Attend WDNA Delegates meetings as required, including Annual General Meeting
- Communicate regularly and systematically with the Presidents of the member Clubs, association and governing bodies

Essential Skills and Requirements

- Hold or willing to apply for a current volunteer “working with children” check (if relevant).
- Can communicate effectively.
- Is well informed of all other tasks — handle registrations and entries, respond to general duties as directed by the club.
- Can oversee organisational activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the Constitution of the club and the duties of all office holders.
- Is a supportive leader for all Club members.
- Able to chair committee or executive meetings.
- A good understanding of the sporting and competition requirements at a local level.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

Requirements

The President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

Role Description - Vice President

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

Responsibilities

The general role of the Vice President is too support the President, assisting them to for fill their responsibilities.

Knowledge

To successfully undertake the role of Vice President the roles requires the person:

- To be well informed of all club activities
- Have a good working knowledge of the constitution, by laws, policies and procedures as well as the duties of all office holders.
- Strong understanding of the legal and compliance obligations of running the club

Governance

The Vice President will assist the President ensure the club undertakes its key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviours these are continually communicated to members, players, coaches, supporters and volunteers
- Has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash
- Has strong financial reporting, budgets and cash flow projections
- Ensure compliance of all obligations and the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- All club positions, have regularly reviewed position descriptions or terms of references
- Volunteers are trained and supported throughout the year to undertake their roles successfully.
- Act as a signatory for the Club for financial purposes.
- Attend Delegate meetings as required.
- Represent the club at networking opportunities.

Meetings, communication and key relationships

The Vice President will:

- Assist the President in the implementation of Marketing and Advertising strategies, including but not limited to social media management, stakeholder engagement, and promotional activities.
- Assist the President to set the agenda for each committee meeting and general meeting, including the clubs annual general meeting

In the absence of the President, the Vice President will:

- Chair committee meetings
- Chair the annual general meeting
- Act as a spokesperson for the club
- Ensure all responsibilities of the President are undertaken

Participating in Meetings

Attending and actively participating and contributing in committee meetings is a core function of a committee member.

Essential Skills and Requirements

- Hold or willing to apply for a current volunteer “working with children” check (if relevant).
- Can communicate effectively.
- Is well informed of all other tasks — handle registrations and entries, respond to general duties as directed by the club.
- Can oversee organisational activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the Constitution of the club and the duties of all office holders.
- Is a supportive leader for all Club members.
- Able to chair committee or executive meetings.
- A good understanding of Club requirements
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

Requirements

The Vice President is expected to:

- Act in the best interest of the members at all times
- Attend all Committee Meetings
- Undertake the role in good faith and honesty

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

Role Description - Secretary

The key responsibilities of the Secretary are to understand the Club Constitution, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

The Club Secretary is generally the clubs nominated representative for the purposes of complying with the Incorporated Associations Act.

The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should co-ordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

Responsibilities

The Secretary is responsible for the administrative tasks of the club including:

Legislative responsibilities

The secretary will also act as the “public officer” of the club so generally becomes the clubs nominated secretary under the Incorporated Associations Act and as such is responsible for:

- Notifying the relevant government body of their appointment
- Lodging on behalf of the club all reports and notices as required by the relevant Incorporated Associations Act.
- Maintaining the club's membership database
- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records

Meetings

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible
- Prepare and circulate, at least 4 days prior to each committee meeting the agenda and supporting reports, including financial reports and any other information required to be considered by the committee.
- Take the meeting Minutes of each committee and general meeting, circulating them within 7 days of the meeting to relevant people.
- Prepare and circulate according to the Club Constitution, the notice convening the annual general meeting, ensuring all members are invited.
- Maintain the Club committee Minutes.
- Attend delegates meetings at WDNA.

Player and team administration

- Enter team's registrations into My Netball and liaise with WDNA for associated season requirements.
- Book courts for training requirements
- Ensure all players are registered and cleared to play in their nominated teams
- Co-ordinate all player and coach clearances and transfers

Communication

- Handle all general club correspondence, responding to any correspondence as required
- Oversee and co-ordinate the club's communication strategy, including, email newsletters
- Be the clubs point of contact for key stakeholders

Knowledge Management

- Maintain a register of the latest version of all club documentation including but not limited to the Club Constitution, all policies and procedures, by laws and position descriptions.
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures, newsletters etc.)

Essential Skills and Requirements

- Enthusiastic and well organised.
- Ability to keep concise member records
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Computer skills.
- Be able to maintain confidentiality

Requirements

The Secretary is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings.
- Undertake the role in good faith and honesty

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

Role Description - Treasurer

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

Responsibilities

Empowering the committee to manage the financial affairs of the club

- Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee.
- Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner.
- Provide monthly profit and loss reports to the committee each month (generally presented at each committee meeting)

Protect the club's assets, cash and the volunteers who manage them

- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- Control the club bank account(s), ensuring only those authorised are bank account signatories
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- Ensure as much revenue as possible is collected using Electronic Funds Transfer
- Ensure all approved expenditure is paid as when it falls due
- Ensure all moneys due to the club are collected

Financial reporting

- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- Produce the financial report to members to be presented at the Annual General Meeting
- Undertake all legislatively required reporting and submissions

Participating in Meetings

Attending and actively participating and contributing in committee meetings is a core function of a committee member.

Essential Skills and Requirements

- Enthusiastic and well organised.
- Ability to keep concise financial records
- Ability to allocate regular time periods to maintain the financial records of the club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or book keeping experience preferred.
- Computer skills.

Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend Committee Meetings.
- Undertake the role in good faith and honesty

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

Role Description - General Committee Member

The role of a General Committee member is to provide support to the President, Secretary and other Executive Committee members to ensure the club sets and meets its goals and objectives, is administered according to the Club Constitution, Policies and Procedures and by-laws.

Responsibilities

The general responsibilities of committee members are wide and varied and may include, but certainly not limited to the following responsibilities.

Knowledge

- To successfully undertake the role of a committee member they should:
- Be well informed of all club activities
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders

Governance

Committee members generally contribute to the development, definition and delivery of the following club activities and responsibilities:

- Culture and behaviors
- Goals and objectives and documented strategies and implementation plans on how they will be achieved
- Ensure the health and safety of all club participants
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures
- Volunteers are trained and supported throughout the year to undertake their roles successfully
- Assist the President and Secretary in their duties as required
- Undertake tasks at the request of the President or Executive Committee.
- Undertake club portfolios such as Fundraising, Uniforms, Equipment, Events and Sponsorship.

Participating in Meetings

Attending and actively participating and contributing in committee meetings is a core function of a committee member.

Essential Skills and Requirements

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings
- Effective communicator
- Be discreet and able to maintain confidentiality on relevant matters

Requirements

General Committee members are expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the committee member becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the President of the conflict who will immediately inform all other committee members.