



MINTIES

NETBALL CLUB

Committee Positions

The role of the committee is to meet on an as needs basis to ensure the running of the Club for the term of office. Each committee position is elected at the Annual General Meeting for a term of one year. Each Committee members has voting rights.

Approximately 8-9 meetings are held per year with the majority of effort occurring leading into the new season as registrations are received and teams are graded and then the end of season as awards are identification and the Club celebrates the achievements for the year.

In addition to Committee Meetings, the Executive Committee may meet outside General Committee Meeting dates to resolve any matters arising outside the normal meeting cycle or where an immediate decision on a Club matter is required. The following positions form part of the Executive Committee - President, Vice President, Secretary, Membership Secretary & Treasurer.

President - Executive

The President is responsible for the running all aspects of the Club and is heavily supported by other Committee Members. Roles and responsibilities of the President include:

- Chair of Committee Meetings, Executive Meetings and the Annual General Meeting;
- Attend Sandringham District Netball Association (SDNA) Club Delegate meetings. Provide Club feedback to SDNA at the Delegate meetings regarding the Association competition. Provide feedback from the Delegate meeting to the Committee and Club Members, as appropriate;
- Uphold the Clubs Code of Conduct and management of adherence to policies and guidelines;
- Oversees Club communications with all relevant internal and external parties;
- Manages the club in line with all statutory and SDNA requirements;
- Approve expenditure along with other Committee Members, as appropriate;
- Ensure team formations are in line with Club grading policy;
- Oversee policy and procedure due diligence and development and child safety compliance with relevant Committee Member support.
- Assist with coordination of End of Season Presentation Day.

Vice President - Executive

The role of the Vice President is to assist and support the President in all aspects of running the club including attending a Delegate meeting when the President may be unable to attend. Therefore, the roles of the Vice President are consistent with the President.

In the absence of the President:

- Chair of Committee Meetings, Executive Meetings and the Annual General Meeting;
- Attend Sandringham District Netball Association (SDNA) Club Delegate meetings. Provide Club feedback to SDNA at the Delegate meetings regarding the Association competition. Provide feedback from the Delegate meeting to the Committee and Club Members, as appropriate;



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Other roles and responsibilities including:

- Uphold the Clubs Code of Conduct and management of adherence to policies and guidelines;
- Oversees Club communications with all relevant internal and external parties;
- Manages the club in line with all statutory and SDNA requirements;
- Approve expenditure along with other Committee Members, as appropriate;
- Ensure team formations are in line with Club grading policy;
- Oversee policy and procedure due diligence and development and child safety compliance with relevant Committee Member support.
- Assist with coordination of End of Season Presentation Day.

The President may delegate certain responsibilities and activities to the Vice President to ensure the Club is managed and run appropriately.

Secretary - Executive

The role of the Secretary includes:

- Management of all the administrative activities of the Club and ensuring the appropriate Committee Member is provided with the relevant information in the performance of their roles;
- Addressing and directing all correspondence and enquiries received on behalf of the Club and where appropriate forwarding relevant emails to Committee Members for action;
- Management of General, Executive and Annual General Meetings including:
 - generate and distribute agenda for meetings
 - booking of venues/virtual meetings for meetings;
 - prepare minutes of said meetings in a timely manner;
- Follow up with Committee members on actions that have arisen from meetings to ensure completion;
- Distribution of communications to Club Members where required and appropriate via email and/or through Netball Connect;
- Ensure all copies of WWC checks are valid and documented in both Netball Connect and the Club WWC check register. Includes following up on outstanding WWC check compliance;
- Netball Connect user support;
- Management of Club Policies and Documents along with the members Executive Committee



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Treasurer - Executive

The role of the Treasurer is to manage the finances and reporting obligations of the club including.

- Creation of a budget for each season including any adhoc budgets requested by the Committee (eg budget for End of Season Presentation);
- Organising any floats requirements for fundraising activities, eg Bunnings BBQ;
- Managing all banking requirements for the Club, including
 - initiation and recording of all Club payments;
 - recording of all registration and uniform monies received through Netball Connect;
 - raising of invoices for sponsorship or any incoming cash amounts received in;
 - processing of any refunds as required through Netball Connect;
 - reimbursement of any approved spend of Committee or other volunteers relating to Club activities;
 - payment of all invoices for approved spend;
- Maintaining accurate financial records for the Club through use of Xero financial reporting system including ensuring appropriate audit evidence of all payments;
- Prepare and report on the financial position of the Club at each Committee Meeting
- Preparation of Annual Report filing of the Club.

Membership Secretary - Executive

The role of the Membership Secretary includes:

- Management of all membership queries that are received Club, including maintaining a wait list;
- Working with Members of the Committee to ensure appropriate promotion of the Club registration - eg within School Newsletters and Social Media, both at the beginning of the season and during should this be necessary;
- Management of all registrations, payments and refunds via Netball Connect. This includes:
 - Set up of the Minties own registration for 'Mini Minties' Competition;
 - Set up of the Club registration that is linked to Sandringham District Netball Associate Competition;
 - Set up registration fees and discount codes as applicable for registration requirements, as approved by the Committee;
 - Processing of any registration refunds or transfers, as approved by the Committee
- Ensuring Coaching Coordinator and Members of Team Formation Committee are included in on all communication with members (current and prospective);
- Management and coordination with Minties Events Coordinator of SDNA NetSetGo Gala Day held at end of season.



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Coaching Coordinator

The role of the Coaching Coordinator is to:

- Assist with team formation in conjunction with the Team Formation Committee;
- Identification and allocation of coaches to teams and identify coaching support requirements;
- Identify and organise development programs for all coaches and ensure all coaches have an understanding of the fundamental netball drills;
- Work proactively with coaches to develop the teams skills.
- Identifying and hosting/running coaching development sessions throughout the season. Coordinate coaches introduction morning.
- Oversee coaching sessions weekly and confirm with Treasurer coach attendance at training and on game day;
- In conjunction with Equipment Coordinator ensure efficient equipment is available for training day and coaches bags have the required equipment at the commencement of each season.

Child Safety Coordinator

To role of the Child Safety Coordinator is to ensure the Club complies with all Child Safety Requirements which includes:

- Implementation Club Action Plan for adherence to the 11 Child Safety Standards;
- Working with relevant members of the Committee raise awareness within the Club around developing a child safe environment;
- Develop policies and procedures specific to Minties Netball Club to minimise risk to children;
- Promote the policies and procedures across the Club and engagement with members;
- Identify and provide education to coaches, administrators and club members regarding the Child Safety Standards;
- Ensure appropriate evidence is obtained with regards to the Clubs compliance with the Child Safety Standards;
- Working with the president/Vice President to ensure any complaints are handled in accordance with the appropriate child safety procedures.



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Uniform Coordinator

The role of the Uniform Coordinator is to:

- Undertake a stocktake at end of season and to identify purchasing needs before commencement of next season;
- Obtain quotes from suppliers for uniform needs and ensuring Club logo and Sponsor logo will be appropriate addressed in designs for Committee approval;
- With approval of Committee:
 - Manage order of uniform needs as required and confirming delivery times with suppliers;
 - Update Netball Connect 'Store' for uniforms and Club pricing
 - Manage sale of uniforms and distribution to players to ensure all players are able to take the court in the correct uniform;
 - Manage uniform returns
- Ensure an appropriate level of stock is maintained and regularly perform a check of stock levels and report to Committee over the season;
- Provide an update at each Committee meeting on stock levels and uniform sales

Equipment Coordinator

Working closely with the Coaching Coordinator the role of the Equipment Coordinator covers the management of all Club equipment as well as any Club items housed in the Club Shed, including:

- Stocktake of all equipment in Club shed at end and the commencement of the season;
- In conjunction with the Coaching Coordinator:
 - Identify any additional equipment needs at the beginning of the season and obtain quotes from suppliers;
 - Source and order equipment needs upon approval of Coaching Coordinator/Committee;
 - ensure all coaches bags have the required equipment at the commencement of each season;
- From time to time during the season source equipment needs as requested by Coaching Coordinator/Committee
- During the season:
 - check with Coaching Coordinators all equipment is sufficient for Club current needs,
 - pump up training balls held in Club Shed as required
 - ensure the Club Shed remains in a tidy state to reduce damage to equipment
- Provide an update at each Committee meeting on status of Club Shed and equipment levels



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Social Events Coordinator/BBQ

Working with all Committee members the role of the Minties Event Coordinator includes:

- Management and coordination Club Welcome/Open Day at beginning of season;
- Management and coordination Bunnings BBQ Fund Raising event;
- Lead and coordinate of the Clubs End of Season Presentation Day, working closely the President and Vice President.
- Management and coordination of the Clubs involvement in SDNA events including BBQ Duty (2 held during the Season as allocated by SDNA) SDNA
- Management and coordination with Membership Secretary of SDNA NetSetGo Gala Day held at end of season.

Social Media Coordinator

Working with all Committee members the role of the Minties Social Media Coordinator is to promote the activities of the Club from fundraising events, achievements of members and Club activities. This role includes:

- Identification of updates required to MNC website and manage amendments to the Club site with Web Page Designer and Minties Committee owners of relevant content;
- Manage and post regular updates to Minties Facebook and Instagram pages;
- Manage Minties Private Facebook Group and post regular updates ;
- Liaising with Club Secretary to ensure relevant communications are also made available in Netball Connect
- Preparation of Club newsletter for each Term

Grants & Funding Coordinator

The role of the Grants & Funding Coordinator is to support the Club in the identification of additional funding and/or grants to help development our members and includes:

- Identifying opportunities for grants and funding within our community;
- Preparation of submissions for grants and fundings and liaising with relevant Committee Members in gathering information required for submissions;
- Ensuring that all requirements of grants received are met eg advertising requirement, achieving milestones and if required reporting on achievement of those milestones.

General Committee Members

General Committee Members support the Club's Committee Members across all activities when you have the time and availability to support the activities of the Club.

General Committee Members are essential in the successful running of our events such as Welcome Day, Bunnings BBQ, End of Season Presentation Day and NetSetGo Gala so work closely with the Social Events Coordinator.