

JORDAN SPRINGS NETBALL CLUB



ANNEXURE A DUTIES OF OFFICE BEARERS and SUB COMMITTEES

Table of Contents

1.	OFFICE BEARERS	3
a)	PRESIDENT	3
b)	VICE PRESIDENT	3
c)	SECRETARY	3
d)	TREASURER	4
e)	REGISTRAR	4
f)	UMPIRES CONVENOR	4
g)	ASSISTANT UMPIRES CONVENOR	5
h)	COACHING CONVENOR	5
i)	UNIFORM OFFICER	6
j)	EQUIPMENT OFFICER	6
k)	FUNDRAISING OFFICER	6
l)	UMPIRE EDUCATOR AND DEVELOPER	6
m)	PROMOTIONS OFFICER	7
2.	SUB-COMMITTEES	7
a)	GRADING COMMITTEE	7
b)	FUNDRAISING COMMITTEE	7
c)	SOCIAL COMMITTEE	7
d)	SPONSORSHIP COMMITTEE	8

1. OFFICE BEARERS

a) PRESIDENT

- i) To chair all meetings held on behalf of “The Club” and to lead “The Club” in matters of policy.
- ii) To ensure that all activities of “The Club” are undertaken in a proper manner.
- iii) To be an ex-officio member on all subcommittees.
- iv) To have a casting vote at all meetings.
- v) To be a Club cheque signatory.
- vi) To prepare a report if required for Club Meetings and to prepare an Annual Report “The Club’s” Annual General Meeting.
- vii) To be responsible for sourcing sponsors and maintaining relationships.
- viii) To be responsible for applying for any grants.
- ix) To be a delegate to Association Meetings.
- x) In conjunction with the Vice President, oversee the management and operation of the Member Protection Policy
- xi) To maintain confidentiality.

b) VICE PRESIDENT

- i) To undertake the duties of the President in the absence of the President.
- ii) To assist the President in the proper conduct of Club activities.
- iii) To undertake duties that may be delegated by the President from time to time.
- iv) To organise and manage “The Clubs” rosters for all duties i.e. Canteen, Control and any other duties, with the Association.
- v) Be a Club cheque signatory.
- vi) To be a delegate to Association Meetings.
- vii) To assist with the organisation and control of “The Club’s” social functions.
- viii) Review any complaints received and determine appropriate action in line with the Member Protection Policy and maintain records of same.
- ix) To maintain confidentiality.

c) SECRETARY

- i) To receive and submit all “The Clubs” correspondence and deal with it as directed.
- ii) To maintain a proper list of all Club members.
- iii) To maintain true and correct minutes of all meetings.
- iv) To maintain liaison with The Association.
- v) To prepare and issue notices of meetings and other notices that may be directed from time to time. To be responsible for all Club property placed in possession.
- vi) To be a Club cheque signatory.
- vii) To prepare and present a report for Club meetings and prepare an Annual Report at “The Clubs” Annual General Meeting.
- viii) To be a delegate to Association Meetings.
- ix) To report all relevant information received at Association meetings back to “The Club” at Club meetings. In the event that there is no scheduled club meeting, report back to Executive within one (1) week.
- x) In the event of no Public Officer being appointed, the Secretary shall assume the position.
- xi) To organise club team photos.

xii) To maintain confidentiality.

d) TREASURER

- i) To be responsible for the collection of all fees and other payments and bank same within seven (7) days in a bank account approved by the Executive Committee.
- ii) To maintain a true and correct record of all receipts and transactions and submit a report and bank statement to each Club Meeting.
- iii) To pay all accounts in excess of twenty dollars (\$20) as approved by the Executive Committee by Club Cheque or Bank Transfer signed by two (2) signatories.
- iv) To notify the Executive Committee of all unfinancial members and any other outstanding monies.
- v) To be a Club cheque signatory.
- vi) To assist the President with sourcing sponsors.
- vii) To assist the President with applying for grants.
- viii) To compile and present an Annual Balance Sheet at “The Clubs” Annual General Meeting.
- ix) To maintain confidentiality.

e) REGISTRAR

- i) To maintain a register of all members in their respective teams.
- ii) To prepare all relevant registration details and requirements to register members with Association.
- iii) To ensure that birth date and photographs meet Associations requirements for registration purposes.
- iv) To issue registration “green cards” for each team to the respective coach or manager.
- v) To ensure the return of all registration “green cards” at the completion of the season.
- vi) To provide team lists to Executive Committee members.
- vii) To be responsible for the safe keeping of all ex-member’s registration cards.
- viii) To provide a report for Club Meetings if required.
- ix) To maintain confidentiality.

f) UMPIRES CONVENOR

- i) Review the upcoming seasons Umpiring Allocations once received from the Association, to ensure the total number of umpiring commitments are the same as the number of teams registered into the competition, and to obtain any required season swaps as quickly as possible.
- ii) Ensure the Association Season Swap Spreadsheet and Weekly Swap Spreadsheet is completed and accurate.
- iii) To appoint and notify umpires for all Club umpiring commitments.
- iv) To liaise with other Club Umpire Convenors with regards to game swaps and assistance.

- v) To maintain a detailed record of all umpiring by members and issue accounts for payment to the Treasurer.
- vi) To attend all meetings and lectures advised by the Association.
- vii) To purchase umpiring books and organise lectures within "The Club".
- i) To liaise with the Associations Umpires Convenor.
- ii) To advise members of any alterations to umpiring rules.
- iii) Liaise with Assistant Umpire Convenor and the Umpire Educator & Developer to nominate umpires for finals series to the Association.
- iv) Ensure all umpires entering the National C or B Badge training programme with the Association hold the required Certificates and RONTE pass mark.
- v) To prepare a report for Club Meetings if required.
- vi) Would ideally hold a National Umpiring Badge, must be a District B Badge with at least 2 years umpiring experience as a minimum.
- vii) To maintain confidentiality.

g) ASSISTANT UMPIRES CONVENOR

To assist the Umpires Convenor with the following tasks:

- i) Appointing and notifying of umpires for all Club umpiring commitments.
- ii) Ensure the Association Season Swap Spreadsheet and Weekly Swap Spreadsheet is completed and accurate.
- iii) To attend all meetings and lectures advised by the Association.
- iv) To maintain a detailed record of all results of the Rules of Netball Theory Exam and ensure all umpires hold a current RONTE Certificate.
- v) To ensure all umpires entering the Association named A-Grade draw hold their Umpires Foundation Certificate.
- vi) Ensure all umpires entering the National C or B Badge training programme with the Association hold the required Certificates and RONTE pass mark.
- viii) To advise members of any alterations to umpiring rules.
- ix) Liaise with Umpire Educator & Developer to ensure all umpires are on suitable games.
- x) Must be a District C Badge with at least 2 years umpiring experience as a minimum.
- xi) To maintain confidentiality.

h) COACHING CONVENOR

- i) To publicise any coaching clinics or courses available from the Association.
- ii) To advise the Association of any members wishing to participate in clinics or courses.
- iii) To publicise all dates and venues for Carnivals to teams.
- iv) To liaise with all Club coaches throughout the season.
- v) To advise the Executive Committee of any problems related to coaching.
- vi) To prepare a report for Club meetings if required.
- vii) To maintain confidentiality.

i) UNIFORM OFFICER

- i) To be responsible for the ordering of all Club apparel.
- ii) To receipt all monies received from members for purchases and forward it to the Treasurer.
- iii) To be responsible for advising members when apparel is received.
- iv) To advise the Executive Committee of any outstanding monies in respect of apparel.
- v) To maintain a record of all Club apparel held in stock and maintain safe custody of such stock.
- vi) To prepare a report for Club Meetings if required.

j) EQUIPMENT OFFICER

- i) To be responsible for the safe custody of all “The Clubs” equipment.
- ii) To advise Executive Committee of stock required for purchasing before the commencement of the season.
- iii) To organise the equipment requirements of each team and allocate a time and place for collection by team coaches and/or managers.
- iv) To maintain a record of equipment that each team has received for the season.
- v) To be responsible for the return of team’s equipment at end of season.
- vi) To advise the Executive Committee of any damaged stock received or any lost stock reported by teams.
- vii) To prepare a report for Club Meetings if required.

k) FUNDRAISING OFFICER

- i) To organise any Fundraising Activities as directed and/or approved by the Executive Committee.
- ii) To receipt any monies received for fundraising activities and forward it to the Treasurer.
- iii) To be responsible for the follow up of any outstanding monies or goods due for fundraising activities and report the same to the Executive Committee.
- iv) To prepare a report for Club Meetings where required.

l) UMPIRE EDUCATOR AND DEVELOPER

- i) Working with the Umpire Convenor to assist, carry out and fulfil all Umpire requirements and commitments required.
- ii) Formulate long term plans for the development of the Jordan Springs umpires.
- iii) Plan, coordinate and evaluate the umpiring program.
- iv) Ensure that the requirements for badging umpires complies with the Netball Australia National Umpiring Development Framework.
- v) Actively coach, mentor and encourage learner and badged umpires with the skills and techniques of the game to umpire competently.
- vi) Educate umpires of any rule changes.
- vii) Ensure that accurate records of umpire’s progress are maintained and provided to the Umpire Convenor.
- viii) Would ideally hold a National Umpiring Badge, must hold a District B Badge with at least 2 years umpiring experience as a minimum.

ix) To maintain confidentiality.

m) PROMOTIONS OFFICER

- i) To be responsible for the compiling and distribution of “The Clubs” newsletters to Club members.
- ii) To liaise with the Executive Committee for any relevant articles or information to be submitted to the newsletter.
- iii) To assist the Executive Committee with the organisation of “The Clubs” Annual Presentation Booklet.
- iv) To be responsible for the advertising of club dates and events on the “The Clubs” facebook page.

- m) Office bearers shall be entitled to reimbursement of costs incurred on behalf of conducting Club business such as phone calls and travel to Association meetings. All itemised accounts must be submitted to the Treasurer for approval by the Executive Committee before “The Clubs” Annual General Meeting.
- n) Any Office Bearer who resigns from “The Club” or is expelled or suspended by “The Club” shall hand over all documents or property held in their possession or custody, which belongs to or relates to “The Club” to the remaining Executive Committee.
- o) All Executive Committee members will be issued with an Executive Shirt. When a member is no longer an Executive Committee member, they must return all issued shirts.

2. SUB-COMMITTEES

a) GRADING COMMITTEE

- i) Consists of the Registrar, Coaching Convenor, 2 additional Executive Committee members, and one (1) person external from “The Club”.
- ii) The Registrar will be the chair.
- iii) Organise and conduct paper and on court grading sessions as required in line with “The Clubs” Grading Policy.
- iv) Undertake other assignments relevant to grading as requested by the Executive Committee.

b) FUNDRAISING COMMITTEE

- i) Consists of the Fundraising Officer and up to five (5) additional members.
- ii) The Fundraising Officer will be the chair.
- iii) To assist with the organisation and running of all fundraising events.
- iv) Undertake other assignments relevant to fundraising as requested by the Executive Committee.

c) SOCIAL COMMITTEE

- i) Consists of the Vice President and up to five (5) additional members.
- ii) The Vice President will be the chair.
- iii) To assist with the preparation of “The Clubs” annual presentation.
- iv) Undertake other assignments relevant to social activities as requested by the Executive Committee.

d) **SPONSORSHIP COMMITTEE**

- i) Consists of the President, Treasurer and up to five (5) additional members.
 - ii) The President will be the chair.
 - iii) To assist with seeking out and retaining partnerships with local businesses.
 - iv) Undertake other assignments relevant to sponsorship activities as requested by the Executive Committee.
- m) Sub Committee members shall be entitled to reimbursement of costs incurred on behalf of conducting club business, such as phone calls. All itemised accounts must be submitted to the Treasurer for approval by the Executive Committee before “The Clubs” Annual General Meeting.
- n) Any committee member who resigns from “The Club” or is expelled or suspended by “The Club” shall hand over all documents or property held in their possession or custody, which belongs to or relates to “The Club”, to the Executive Committee.