

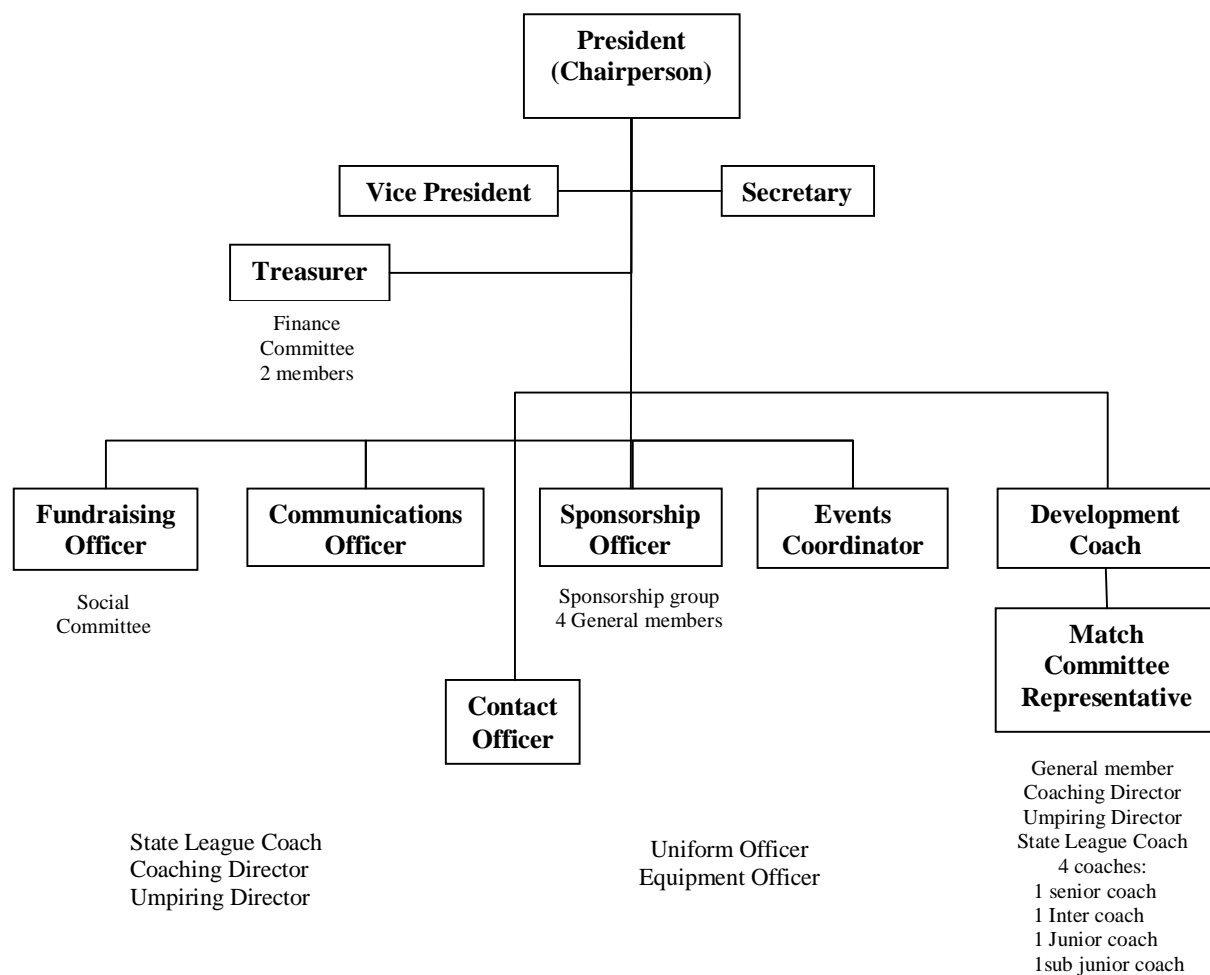


Newton Jaguars Netball Club

Roles of Committee

CLUB STRUCTURE

Committee Structure and Reporting Pathway



CLUB OFFICIALS ROLE DESCRIPTIONS

This booklet outlines the roles and responsibilities of the officers of the Newton Jaguars Netball Club. All are voluntary elected positions and represent one or two years of office.

The Management Committee

The Committee shall consist of between 8 and 12 permanent members plus the President. They (the Management Committee) have the power to co-opt further members for specific meeting items as and when required.

PRESIDENT (see role description on page 5)

- Influential leader
- Play leading role in club affairs
- Casting vote
- Direct general affairs of the club
- Officiate the AGM
- Special project involvement
- Attendance at appropriate meetings as determined by the Club Committee

VICE PRESIDENT (see role description on page 6)

- Assist with leadership of the club
- Represent the President in times of absence

CHAIRPERSON (see role description on page 7)

- Chair all Club Committee meetings and work with Secretary to prepare the Agenda
- Represent an unbiased viewpoint allowing free discussion to take place
- Advise committee on club policy where required

CLUB SECRETARY (see role description on page 8)

- Prepare and distribute the Committee meeting Agendas
- Keep the Minutes of all Club Committee meetings and distribute copies
- Keep signed copies of all meeting minutes on file
- Deal with all club correspondence, distributing to relevant officers for response where required
- Act as a signatory on the club account

CLUB TREASURER (see role description on page 9)

Newton Jaguars Netball Club

- Hold bank account in the name of the club
- Act as a primary signatory on the club account (and appoint 2 others as agreed by the Club Committee)
- Keep detailed written records of all accounts
- Produce budget summaries in November, March and June
- Produce an annual budget
- Prepare annual balance and profit & loss sheets

SPONSORSHIP OFFICER (see role description on page 10)

- Develop club branding and promote sales of club kit & other branded products
- Obtain club sponsorship
- Assist the Club Events Officer to plan/organise social events for the club

EVENTS COORDINATOR (see role description on page 11)

- Write a club social calendar and plan events
- Liaise with coaches and managers to ensure club attendance at functions
- Seek out opportunities for club home base

FUNDRAISING COORDINATOR (see role description on page 12)

- Conduct at least 2 major fundraising activities per year
- To promote fund-raising activities

CONTACT OFFICER (see role description on page 13)

- To be the first point of contact for parents and players where concerns about players welfare, poor practice or inequality are identified

CLUB COMMUNICATIONS OFFICER (see role description on page 14)

- Produce club newsletter
- Maintain club website
- Liaise with local press as required

Role & Responsibilities of the CLUB PRESIDENT

Who will I be responsible to?

The Management Committee

Who will I be responsible for?

All committee members

What is my role?

1. Lead the club
2. Represent Newton Jaguars at Netball SA and community meetings
3. Network with other clubs and sporting bodies
4. Lead the committee in making decisions for the benefit of the whole club including disciplinary matters.

What else can you tell me about the role?

1. As the President of the Club, it is essential you are a strong leader who can be objective.
2. As the president of the club, it is essential that you have access to a telephone and a computer.

How much time will I need to give to the role?

Approximately 20 -30 hours per month.

What tasks are involved?

Tasks will include:

1. Chair AGM
2. Attend when required selected sub committee meetings
3. Agree monthly agenda for committee meetings and the AGM

Role & Responsibilities of the CLUB VICE PRESIDENT

Who will I be responsible to?

The Management Committee

Who will I be responsible for?

All committee members

What is my role?

1. Assist with leadership of the club
2. Represent Newton Jaguars at Netball SA and community meetings
3. Network with other clubs and sporting bodies
4. Represent the President in times of absence.

What else can you tell me about the role?

1. As the Vice President of the Club, it is essential you are a strong leader who can be objective.

How much time will I need to give to the role?

Approximately 10 -15 hours per month.

What tasks are involved?

Tasks will include:

1. Fulfil Presidents role during times of absence
2. Represent the president on club sub committees as directed

Role & Responsibilities of the CHAIRPERSON

Who will I be responsible to?

The Management Committee

Who will I be responsible for?

All committee members

What is my role?

1. Chair the Committee meetings
2. Assist the Club Secretary to produce the agendas

What else can you tell me about the role?

1. As the Chair of the Club, it is essential you are a strong leader who can be objective.

How much time will I need to give to the role?

1. Approximately 3 hours per month for meetings.

What tasks are involved?

Tasks will include:

1. Chair Committee meetings
2. Agree monthly agenda for committee meetings

Role & Responsibilities of the

CLUB SECRETARY

Who will I be responsible to?

The Management Committee through the President

Who will I be responsible for?

Registration Officer and Assistant Secretary

What is my role?

The Club Secretary is a pivotal role within the club and with the assistance of the Club Registration Officer should provide the main points of contact for people within and outside the club on just about every aspect of the club's activities.

1. To be the 'principal administrator' for the club
2. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
3. To work alongside the treasurer and registration officer to see that all affiliation/registration documents are accurate and are paid on time
4. To ensure that all members have a copy of the club handbook, and officers contacts etc
5. Attend the Committee meetings and AGM.

What else can you tell me about the role?

This is a demanding, high profile role that has a major impact on the efficient and effective management of the club. The Secretary has contact with a wide range of people within and outside the club.

As the first point of contact for the club, it is helpful if the Secretary is available to take phone calls during the working day.

How much time will I need to give to the role?

Approximately 4-5 hours each week and some of these will be at weekends and in the evenings.

What tasks are involved?

Tasks will include:

1. Dealing with correspondence and disseminate same within 72 hours.
2. Organising the club AGM and other club meetings
3. Representing the club at outside meetings at the direction of the main committee

Role & Responsibilities of the

CLUB TREASURER

Who will I be responsible to?

The Management Committee

Who will I be responsible for?

Fees collector/s and the Club Finance Committee

What is my role?

The main purpose is to look after the finances of the club...to keep the books and make sure that the club operates within the annual budget. Attend the Committee meetings and AGM

What else can you tell me about the role?

The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

How much time will I need to give to the role?

Approximately 4-5 hours per week.

What tasks are involved?

1. Collecting subscriptions and all money due to the club
2. Paying the bills and recording information
3. Keeping up to date records of all financial transactions
4. Ensuring that all cash and cheques are promptly deposited in the bank
5. Ensuring that funds are spent properly
6. Issuing receipts for all money received and recording this information
7. Reporting regularly to the committee on the financial position
8. Preparing a year end statement of accounts to present to the Auditors
9. Arranging for the statement of accounts to be audited
10. Presenting an end of year financial report to the AGM
11. Financial planning including producing an annual budget
12. Helping to prepare and submit any statutory documents that are required including GST
13. When delegating duties to a support person, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

Role & Responsibilities of the CLUB SPONSORSHIP OFFICER

Who will I be responsible to?

The Management Committee

Who will I be responsible for?

The Sponsorship Committee

What is my role?

1. To raise the profile of the club locally (in the community) and in the county
2. To be available to build a relationship with sponsors
3. To seek out sponsorship for the clubs activities
4. To co-ordinate sponsorship for members of the league squad
5. To ensure club has a major sponsor
6. To develop club sponsorship packages for businesses

What else can you tell me about the role?

1. It is essential to have good communication skills and an ability to produce informative and interesting documents, etc
2. Regular access to, telephone and computer are necessary
3. Attend the Committee meetings and AGM

How much time will I need to give to the role?

Approximately 3 hours per week.

What tasks are involved?

Tasks will include:

1. Ensure that sponsors are kept informed about club results and activities
2. Presenting an end of year report
3. Apply for grants / sponsorship or other forms of financial assistance from government organisations

Role & Responsibilities of the CLUB EVENTS COORDINATOR

Who will I be responsible to?

The Management Committee

Who will I be responsible for?

The Social Committee

What is my role?

The main purpose of this role is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships with the club.

What else can you tell me about the role?

As Events Coordinator, you must be enthusiastic, motivated, have good communication skills and be well organised and committed.

Yours is a very important role in developing the 'fabric' of the club. You encourage people to join us, to stay and to enjoy their role as club members.

How much time will I need to give to the role?

Approximately 7-8 hours per month.

What tasks are involved?

Tasks will include:

1. Organising a at least three other social events per year
2. Organising an end of year dinners and presentations
3. Booking venues and entertainment
4. To ensure events / activities are properly organised and where necessary licensed with local authorities /customs and excise etc
5. Liaise with club coaches and managers to ensure attendance at club activities with players

Role & Responsibilities of the CLUB FUNDRAISING CORDINATOR

Who will I be responsible to?

The Management Committee

Who will I be responsible for?

Fund-Raising Group

What is my role?

The main purpose of this role is to lead a team whose main task is to generate funds for the club. You will organise projects to enable you to do this, to look for fundraising opportunities and work with the events coordinator to ascertain what opportunities are available at functions and events

What else can you tell me about the role?

As the fund-raising secretary it is essential to have good organisational skills, be innovative, enthusiastic and prepared to make a regular time commitment.

How much time will I need to give to the role?

Approximately 6 - 8 hours per month.

What tasks are involved?

Tasks will include:

1. To co-ordinate fund-raising events, possibly two major events per year
2. To promote fund-raising activities
3. To ensure that funds are properly accounted for and information is passed on to the Treasurer

Role & Responsibilities of the CLUB CONTACT OFFICER

Who will I be responsible to?

The Management Committee

What experience & knowledge do I need?

The Club Contact Officer is expected to have knowledge of the following:

1. Own club's role and responsibilities to safeguard the welfare of its players
2. Own club's policy and procedures related to unsafe or unfair treatment e.g. harassment, discrimination and bullying etc.
3. Awareness of equalities issues and child protection.

What skills do I need?

1. Basic conflict resolution skills
2. Communication skills
3. Maintain records
4. Ability to promote club policy, procedures and resources

What are my roles?

1. To assist the club to fulfil its responsibilities to safeguarding its players.
2. To assist the club to implement its Fair Treatment procedure.
3. To be the first point of contact for, parents and players where concerns about players welfare, poor practice or inequality are identified.
4. Promote the club's best practice guidance/code of conduct within the club.
5. Ensure confidentiality is maintained.
6. Promote anti-discriminatory practice.

Role & Responsibilities of the CLUB COMMUNICATIONS OFFICER

Who will I be responsible to?

The Management Committee

What is my role?

1. To raise the profile of the club locally and in the county
2. To optimise the profile and information available to all on the club website
3. To co-ordinate weekly match reports for all teams and age groups for publication on club website

What else can you tell me about the role?

1. It is essential to have good communication skills and an ability to produce informative and interesting match reports
2. Regular access telephone and computer are necessary

How much time will I need to give to the role?

Approximately 4 hours per week.

What tasks are involved?

Tasks will include:

1. Produce weekly match reports for inclusion on the website
2. Produce the Club Newsletter once a month