



# NEWTON JAGUARS NETBALL CLUB

## POSITION DESCRIPTION – Vice President Netball

ORGANISATION:	Newton Jaguars Netball club
POSITION TITLE:	Vice President Netball
POSITION TYPE:	Voluntary
RESPONSIBLE TO:	Club President, Club Committee
TERM OF OFFICE:	Two years
TIME COMMITMENT:	Hours per week as negotiated

## POSITION REQUIREMENTS

### PURPOSE:

To assist the President on all Operational Matters in relation to NJNC Administration.  
To liaise with internal and external bodies as requested by the President.  
Act in the role of president in his or her absence.

### KNOWLEDGE / SKILLS:

- Strong Leadership and Communication skills at all levels of the club and associated bodies
- Good people skills and interest in all aspects of NJNC
- Strong experience in Netball administration
- Provide a positive image for the Club in representing the Committee in other forums
- Committed to a team working environment
- Friendly and caring attitude
- Well informed on Netball and NJNC activities
- Aware of the future directions and plans of NJNC
- Skills to work collaboratively with committee members and officials
- Understanding of the NJNC Constitution / By-laws / Policies and Procedures.
- Displays strong supportive leadership skills to all NJNC Officials, players, volunteers and parents.
- Maintain Confidentiality on relevant NJNC matters
- IT competency – familiar with basic operating systems, Microsoft Office.

### RESPONSIBILITIES AND DUTIES

- Develop and promote an active “BELIEVE IT – ACHIEVE IT” culture in NJNC
- Support the Committee to represent the culture and direction of NJNC
- Support committee in making decisions for the benefit of the whole club including disciplinary matters
- Actively support the President and represent him on behalf NJNC in his or her absence
- Ensure that Corporate Governance is observed by NJNC Officers
- Support the Netball Officials, Coaches and Payers in achieving their Goals
- Network with other clubs and sporting bodies.
- Support and contribute to the future direction of netball at NJNC
- Take active role with club Sponsors with the Sponsorship Co-ordinator



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- RESPONSIBILITIES AND DUTIES CONTINUED:
- Support and contribute to the future direction of netball at NJNC
- Take active role in communication with NJNC Sponsors in conjunction with the Sponsorship Co-ordinator
- Attend all committee meetings.
- Ensure the NJNC operates within the Constitution and By Laws.
- Ensure the Club operates within the rules of Netball SA
- Develop a positive relationship with officials of Netball SA
- Represent NJNC on behalf of the President as requested to association, and community meetings or forums.
- Attend relevant Sub Committee meetings on behalf of the committee.
- Be aware of all NJNC Officials and their roles
- Be familiar with the Constitution / By laws / Policies and Procedures of NJNC as well as those of the governing body
- Maintain Policies and Procedures and ensure development and implementation of new initiatives are recorded
- Provide clear and transparent decision making with the best interest of the NJNC, Players, Parents and Volunteers as the prime goal.
- Represent NJNC with a positive image in the Netball community
- Work closely with the Co-ordinators and Coaching Director
- Oversee all matters relating to Netball
- Actively promote the Netball Pathway for players and Umpires at NJNC
- Actively promote and support the Talent program to identify and develop future players and umpires
- Communicate with Players and Parents with any season grievances. Inform Committee. Inform committee of any escalation to official complaints.
- Promote and Support the Coaching development Programs of Netball SA in collaboration with the Coaching Director.
- Attend and support the NJNC recognition and reward functions.
- Attend all committee meetings

## ADDITIONAL INFORMATION

### REQUIRED CHECKS:

- Working with Children Check
- DSI check

### THE OPPORTUNITY TO:

- Work as part of a team of people dedicated to the growth and development of netballers, coaches and officials of the NJNC
- Have an active input into the goals and objectives of the NJNC
- To provide skills in a positive, engaging and challenging way
- Be an active contributor to providing a safe, caring and positive environment for young people being involved in the NJNC
- Be part of a group of people dedicated to the development and longevity of the NJNC

### REIMBURSEMENT OF OUT OF POCKET EXPENSES:

- Subject to advanced authorization and presentation of receipt

*FOR FURTHER INFORMATION REGARDING THIS POSITION PLEASE CONTACT THE PRESIDENT OR SECRETARY OF THE NEWTON JAGUARS NETBALL CLUB ON THE WEBSITE*