



Northern Suburbs Netball Committee

Role Descriptions

Executive Officers – nominated and appointed at AGM

Chair	<p>Organise and chair AGM, special and executive committee meetings</p> <p>Co-ordinate and update progress on major initiatives</p> <p>Facilitate discussion at committee and community level</p> <p>Ensure committee members are supported as required</p> <p>Authorise payments as required</p> <p>Liaise with Netball Wellington Centre and other satellites</p> <p>Oversee all other aspects of the season</p> <p><i>Key attributes/skills: organised, good communication, ability to bring people together and delegate</i></p> <p><i>Time required: approx. 5 hours per month</i></p>
Vice Chair	<p>Support chair as required</p> <p><i>Key attributes/skills: organised, good communication, ability to bring people together and delegate</i></p> <p><i>Time required: approx. 2 hours per month</i></p>
Secretary	<p>Attendance at all NSN committee meetings</p> <p>Record and distribute minutes of meeting within 1 week of meeting</p> <p>Create (with input from chair) and distribute agenda for meetings including financial report and any other required reports at least one week prior to meeting</p> <p>Be the primary contact for all NSN communications and distribute as appropriate</p> <p>Authorise payments as required</p>

Ensure AGM notifications and timelines are met

Upload annual reports and updated constitution to the Societies office

Key attributes/skills: organised and timely, good communication, able to prioritise

Time required: approx. 6 hours per month

Treasurer

Manage accounts using Xero

Invoice participating schools

Pay invoices using internet banking – have secretary or chair authorise and supply supporting documents

Provide a written monthly report to chair and secretary one week post month end showing budget v actual figures and previous years actual figures

Talk to the above report at the monthly committee meetings and highlight and explain variances

Bring bank statements to each committee meeting to be signed by a minimum of 3 committee members, one of whom must be an executive member

Prepare annual accounts for AGM and liaise with auditor

Prepare the next years budget for presentation at AGM

Key attributes/skills: knowledge of accounts and accounting packages, organised

Time required: approx. 3 hours per month

Convenors and sub committees appointed at AGM (Annual plan template provided)

Draw committee year 5-8 (3 people)

Ensure registrations are ready to be opened at the correct time

Manage registration process

Produce and publish the weekly draw and ensure where possible teams are in the correct grade

Enter the results each week – with next draw published by Wednesday each week

Make recommendations as required to executive committee

Key attributes/skills: Organised, ability to work as a team, common sense

Time required: approx. 6 hours per month

Coach development convenor

Develop the annual coaching plan – liaise with Netball Wellington Centre

Advertise and arrange registrations for the coaching courses

Key attributes/skills: Well organised, ability to plan

Time required: Less than 1 hour per month

Umpire development convenor

Develop the annual umpiring plan – liaise with Netball Wellington Centre

Advertise and arrange registrations for the umpiring courses

Organise the introductory umpire programme for adults and students

Ensure all registered umpires are receiving feedback

Key attributes/skills: Well organised, ability to plan

Time required: 1-2 hours per month

Umpire pool convenor

Maintain an up to date list of pool umpires that can be assigned to team

Liaise with teams who may require a pool umpire

When requested to do so by umpire development team, place umpire on the draw

Where possible ensure umpires are allocated games in accordance with their ability

Encourage pool umpires to be part of the umpire development programme

Put qualified kiwi whistler umpires to the draw

Key attributes/skills: Well organised, ability to plan

Time required: 3 hours per month

Kiwi whistler convenor

Oversee all aspects of the KW programme

Secure and book suitable venue for theory and practical sessions

Produce promotional material for distribution

Liaise with school delegates

Find KW presenters and assessors

Put KW onto draw

Advise and facilitate what happens post KW programme

Advise NWC of KW and arrange certificates

Check required equipment is available and restock as required
Organise registrations and advise if registration has been successful or not
Provide regular updates to committee meetings via written report
Post season review and check equipment, budget for next season
Key attributes/skills: project management skills, organised, good communicator
Time required: 3 hours per month (for approx. 3 months)

Year 1 and 2 convenor

Oversee all aspects of the Year 1 & 2 season (Voluntary role)
Secure and book suitable venue
Produce promotional material for distribution
Liaise with school delegates
Find Junior co-ordinators
Book and arrange star helper and junior co-ordinator training
Check required equipment is available and restock as required
Organise registrations into sessions
Facilitate communications with attendees and star helpers
Provide registration details to treasurer for invoicing
Health & safety risk evaluation
Provide regular updates to committee meetings via written report
Post season review and check equipment, budget for next season
Key attributes/skills: project management skills, organised, good communicator
Time required: 5 hours per month (for approx. 3 months)

Year 3 and 4 convenor

Oversee all aspects of the Year 1 & 2 season (Voluntary role)
Secure and book suitable venue
Produce promotional material for distribution
Liaise with school delegates
Find Junior co-ordinators
Book and arrange star helper and junior co-ordinator training
Check required equipment is available and restock as required
Organise registrations into sessions

Facilitate communications with attendees and star helpers

Provide registration details to treasurer for invoicing

Health & safety risk evaluation

Provide regular updates to committee meetings via written report

Post season review and check equipment, budget for next season

Key attributes/skills: project management skills, organised, good communicator

Time required: 5 hours per month (for approx. 3 months)

Year 7 and 8 player development programme coordinator

Oversee all aspects of the PDP (Voluntary role)

Produce promotional material for distribution

Liaise with school delegates

Find lead coach and assistant coaches

Book and arrange coach training

Check required equipment is available and restock as required

Organise registrations

Provide registration details to treasurer for invoicing

Health & safety risk evaluation

Provide regular updates to committee meetings via written report

Post season review and check equipment, budget for next season

Key attributes/skills: project management skills, organised, good communicator

Time required: 5 hours per month (for approx. 3 months)

Court controller and first aid convenor

Find court controllers/first aiders for the following season

Ensure they are aware of expectations and are given a role description

Ensure first aid kits are replenished

Ensure court controllers provide the treasurer with an invoice for payment

Have regular communication with the CC and provide feedback to the committee

Media communications officer

Maintain and update website as requested by various sub committees or convenors

Update Facebook page as requested by various sub committees or convenors
Assist with document management

Convenors and sub committees appointed during first committee meeting of the season

Handbook editor

Check and update the handbook as required prior to the start of each season
Ensure updated handbook is uploaded onto web and Facebook page and emailed to school delegates

Complaints committee (3 people – one of whom should be the chair)

Receive, review and decide on complaints in accordance with the complaints process

Cancellation subcommittee Year 5-8 netball (3 or more people)

Assess the weather each Saturday morning and decide whether to cancel or not in accordance with the cancellation policy

BBQ Roster

Organise the school BBQ roster
Advise terms and conditions
Oversee BBQ maintenance/gas bottles
Advise treasurer of roster to ensure rental payments

Service and Life Committee (2-3 service members)

Ideally at least one life or service award holder
Review life and service award nominations prior to AGM
Make recommendations on nominations

Scorecards

Write or print scorecards and draw each week and deliver to courts or court controllers by 8am Saturday

Prize giving sub committee

Book venue for prize giving

Collect back trophies from previous year

Receive winners and runners up for all for Year 6-8 grades

Arrange certificates and trophies

Set up prize giving

Provide a run sheet and advise presenters

List of paid positions – see payment policy

Duty umpire

Court controllers/first aiders

Junior coordinators for year 1-4 programme

Lead coach and assistant coaches PDP

Kiwi whistler coordinators