



POSITION DESCRIPTION

Doncaster & Districts Netball Association exists to improve people's lives through the sport of netball!

Position Title:	President		
Reports to:	Executive Committee	Direct Reports:	Committee
Employment Status:	Volunteer		
Time Commitment			
Netball Victoria	<p>Doncaster & Districts Netball Association is a not for profit, member based organisation which is governed by a volunteer Committee, based in the City of Manningham.</p> <p>The Doncaster & Districts Netball Association Executive Team comprises the President, Vice President, Treasurer & Secretary.</p>		
Commitment to Child Safety	<p>We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, DDNA is committed to ensuring the safety of all of its members, particularly Children and Young People. As an affiliated Association of Netball Victoria, DDNA supports their Child Protection Commitment Statement as crucial to in providing a safe environment for children in netball, and consists of principles and benchmarks Netball Victoria has in place for its affiliated Associations.</p>		

Primary Purpose of Position

- Ensure the Association is run efficiently administratively, financially and socially to support all activities.
- To provide support to the Executive and Committee members to ensure efficient operation of the organization.
- Seek ratification from the appropriate Committee member prior to committing the association to any financial expenditure or action.
- Provide a safe and enjoyable recreational environment for all Association members and ensure all netball activities are played in a competitive and fair spirit.
- Act as a Primary spokesperson on all governance and member representation.
- Ensure the organization promotes the participation and achievement of netball at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the club.
- Ensure strategies to embed an organizational culture of child safety through effective leadership arrangements.

Key Responsibilities

- Lead by strong efficient and effective leadership for the association
- Ensure sub committees and committee members fulfil their responsibilities to the association/club
- Manage/Chair monthly committee meetings and the club's Annual General Meetings.
- Report on overall activities to the membership at the Annual General Meetings and General Meetings.
- Ensure all sub committees are accountable and responsible.
- Ensure that the planning and budgeting for future is carried out in accordance with the wishes of members.
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association
- Represent the organisation in discussion with their affiliates and state and local government
- Represent the organisation in public relations activities and opportunities
- Assist in the development of partnerships, potential sponsors and funding opportunities

Knowledge, Skills & Abilities

- Can communicate effectively and listen to feedback and views of members and other interested parties.
- Ability to manage people, lead meetings and delegate.
- Confident in leading strategic direction, maintaining a focus on the 'big picture'.
- Well informed of all Association activities.
- Aware of future direction and plans of Association meetings
- Aware of current best practice in relation to all levels of the Association.
- Possess a good understanding of the Association constitution, rules and the duties its office holders and sub-committees
- Be unbiased and impartial on all issues and able to avoid deviation for the matter under discussion during varying types of meetings
- Has the ability to forward plan and lead the organisation to reaching its short and long term goals.
- Well-developed decision-making skills
- Receptive to change
- Communications and negotiating skills
- Be approachable
- Dedicated Association person and Team Player

Other Requirements

- Working with Children Check



POSITION DESCRIPTION

Doncaster & Districts Netball Association exists to improve people's lives through the sport of netball.

Position Title:	Vice President		
Reports to:	Executive Committee	Direct Reports:	Committee
Employment Status:	Volunteer		
Time Commitment			
Netball Victoria	<p>Doncaster & Districts Netball Association is a not for profit, member based organisation which is governed by a volunteer Committee, based in the City of Manningham.</p> <p>The Doncaster & Districts Netball Association Executive Team comprises the President, Vice President, Treasurer & Secretary.</p>		
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Primary Purpose of Position

- Oversee all netball related matters across the Association
- Provide leadership to all coaches, players, support staff and volunteers
- Provide support to the President of the Association
- Provide support to the Committee members to ensure the efficient operation of the Association

Key Responsibilities

- Perform Presidents duties when President is unable
- Assist the President and perform other such duties as directed
- Facilitate planning
- Provide guidance and leadership
- Chair and manage meetings, including Annual General Meeting
- Monitor budgeting
- Represent the Association to the public
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association
- Organise the selection, purchase and distribution of trophies each season through the Administrator

Knowledge, Skills & Abilities

- Team Player and Dedicated Association person
- Good working knowledge of constitution & by-laws
- Good communication skills
- Understanding of Association operations, rules, constitution etc.

- Ability to manage people, lead meetings and delegate
- Experience in leadership role (preferred)
- Experience with planning operations
- Ability to manage people and lead meetings
- Ability to lead by example
- Ability to engage, encourage and lift the level of service
- Well-developed decision-making skills
- Ability to negotiate successfully between members and reconcile opposing views
- Can maintain confidentiality on relevant matters
- Have the ability to forward plan and lead the organisation to reaching its short and long term goals
- Be a positive role model and competent public speaker

Other Requirements

- Working with Children Check



POSITION DESCRIPTION

Doncaster & Districts Netball Association exists to improve people's lives through the sport of netball.

Position Title:	Treasurer		
Reports to:	Executive & General Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment			
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Primary Purpose of Position

- Provide management of the Association and its financial dealings

Key Responsibilities

- Prepare and monitor annual Budget
- Be fully aware of the financial position of the Association at all times and notify the Committee of all financial trends and any areas of concern
- Ensure financial and treasurer reports are available and understood at all committee meetings
- Provide evidence that money received is banked and documentation provided for all money paid out
- Present a Balance Sheet and statement of income and Expenses at the annual general meeting
- The banking of cash within seven days of receipt, security of petty cash and the bank accounts, e.g. the cheque books and the transfer of money between accounts
- Pay accounts passed for payment and send out accounts as required
- Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions
- Ensure Association and Club members do not handle, deposit, pay out or otherwise deal with funds without your knowledge
- Invest surplus funds and manage Association investment program if applicable
- Ensure the Annual business returns and Business Activity Statements (including GST) are filed as required by State and/or Federal legislation

- On behalf of Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required
- Acquit funds received from Government and /or local Council grants and submit necessary financial statements
- Determine annual registration fees for players and non-playing members
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association

Knowledge, Skills & Abilities

- Accounting and finance experience.
- Liaise with the DDNA Financial Officer and Administrator.
- Ability to allocate time to maintain records and books in a logical manner.
- Able to keep good records and manage financial records electronically (MYOB Account Right).
- Aware of information which is needed to be kept for annual audit.
- Well organised and able to work in a logical orderly manner.
- Ethical, honest and trustworthy.
- Team player and dedicated to the Association.

Other Requirements

- Working with Children Check



POSITION DESCRIPTION

Doncaster & Districts Netball Association exists to improve people's lives through the sport of netball.

Position Title:	Secretary		
Reports to:	Executive Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment			
Netball Victoria	<p>Doncaster & Districts Netball Association is a not for profit, member based organisation which is governed by a volunteer Committee, based in the City of Manningham.</p> <p>The Doncaster & Districts Netball Association Executive Team comprises the President, Vice President, Treasurer & Secretary.</p>		
Commitment to Child Safety	<p>We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, DDNA is committed to ensuring the safety of all of its members, particularly Children and Young People. As an affiliated Association of Netball Victoria, DDNA supports their Child Protection Commitment Statement as crucial to in providing a safe environment for children in netball, and consists of principles and benchmarks Netball Victoria has in place for its affiliated Associations.</p>		

Primary Purpose of Position

- Ensure that appropriate administrative support is provided to the President and the General Committee and sub committees
- Manage business considered by the Association Committee

Key Responsibilities

- Acts as the public officer for the organization
- Co-ordinates and oversees the DDNA Administrator and assigned tasks
- Establish a meeting schedule for the Executive and sub Committees for the year
- Coordinate meetings for the organisation and collate an agenda for those meetings
- Prepare the agenda and minutes of all committee and General meetings of the Association, distribute and file in accordance with the Rules of the Association
- Prepare comprehensive reports of all activities of the Association for presentation to the membership at the Annual General Meeting
- Provide oversight and guidance to the Committee on the matters of the Constitution, conduct of meetings and amendments to By-Laws
- Maintain a register of member's names, addresses etc.
- Be responsible for correspondence and issue notices as required and keep records of all inward and outward correspondence
- Be the telephone and email contact for all enquires
- Maintain files of legal documents such as constitutions, bylaws, leases and titles
- Collect and collate all reports from office bearers
- Maintain a complete record of all activities of the Association
- Disseminate by email, website, notice and or newsletter, any information within and from externally of the Association, pertinent to all members

- Coordinate team reports for club newsletter, email
- Maintain club administration records- correspondence, financial records, competition details etc.
- Assist other committee members in their duties as required
- Provide a report on any aspect of portfolio operations to the monthly committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Association to any financial expenditure or action.
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association

Knowledge, Skills & Abilities

- Well-developed communication skills
- Good listening skills
- Excellent organisation skills
- Ability to lead by example
- Ability to delegate tasks
- Ability to liaise with external parties and oversee the Administrator
- Computer literate with good report-writing skills
- Able to maintain confidentiality on relevant matters
- Strength and clarity of purpose
- Ability to engage, encourage and lift the level of service
- Dedicated Association person and Team Player

Other Requirements

- Working with Children Check



POSITION DESCRIPTION

Doncaster & Districts Netball Association exists to improve people's lives through the sport of netball.

Position Title:	General Committee Member		
Reports to:	Executive & General Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment			
Netball Victoria	<p>Doncaster & Districts Netball Association is a not for profit, member based organisation which is governed by a volunteer Committee, based in the City of Manningham.</p> <p>The Doncaster & Districts Netball Association Committee comprises six General Committee members and the Executive Team comprising the President, Vice President, Treasurer & Secretary.</p>		
Commitment to Child Safety	<p>We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, DDNA is committed to ensuring the safety of all of its members, particularly Children and Young People. As an affiliated Association of Netball Victoria, DDNA supports their Child Protection Commitment Statement as crucial to in providing a safe environment for children in netball, and consists of principles and benchmarks Netball Victoria has in place for its affiliated Associations.</p>		

Primary Purpose of Position

- Provide support to the Executive Committee and other General Committee members to ensure the efficient operation of the Association.

Key Responsibilities

- Attend the meetings of the Committee held monthly
- Attend the Annual General Meeting and General Meetings
- Participate in discussion and decision making of the committee
- Uphold the decisions of the Committee
- Undertake tasks at the request of the President or Executive Committee
- Support strategic planning.

Knowledge, Skills & Abilities

- Team player and dedicated to the Association.
- Ability to follow through portfolio management and given tasks.
- Financial awareness and the ability to read and interpret financial statements.
- Ability to communicate ideas and articulate sound arguments.

- Maintain confidentiality in relevant matters.
- Well organised and able to work in a logical orderly manner.
- Ethical, honest and trustworthy.
- Confident in leading strategic direction, maintaining a focus on the 'big picture'.

Other Requirements

- Working with Children Check

Portfolios available:

Representative Teams Sub-Committee <ul style="list-style-type: none"> - Senior Rep Co-ordinator - Junior Rep Co-ordinator - Uniforms co-ordinator
DDNA Venues & Precincts Sub-committee
Saturday Competition Sub-Committee including Grading Sub-Committee
Night Competitions Co-ordinator/s (Tuesdays)
Programmes Sub-Committee <ul style="list-style-type: none"> - All Abilities - NetSetGo - Walking Netball - Fast 5 format - Rising Stars Junior Development
Revenue Sub-Committee <ul style="list-style-type: none"> - Marketing - Fundraising - Grants - Sponsorship
Media <ul style="list-style-type: none"> - Website - Facebook - Instagram - Other alternatives
Umpire Programme <ul style="list-style-type: none"> - Umpire Co-ordinator - Umpire Supervisor
Child Protection & Working With Children Check Officer
Operations Management <ul style="list-style-type: none"> - Administrator - Finance Officer
Canteen Manager
Complaint Handling Officer / Hearing Officer
Volunteers Co-ordinator