



DONCASTER
& DISTRICTS NETBALL ASSOC.

<u>MANAGEMENT COMMITTEE</u>	
OFFICIAL POSITIONS	JOB DESCRIPTION SUMMARY
PRESIDENT	<ol style="list-style-type: none"> 1. Attend regular meetings 2. Set goals & budgets 3. Formulate policies 4. Overall management 5. Formulate working sub-committees as required
VICE PRESIDENT	
TREASURER	
SECRETARY	
GENERAL COMMITTEE X 6 (maximum)	
<u>SUB-COMMITTEES/ROLE MANAGERS</u>	<u>GENERAL OVERVIEW</u> <i>Sub-Committees or their Chair or representative and/or Role Managers may be asked to attend Committee Meetings or submit reports where relevant</i>
Representative Teams Sub-Committee <ul style="list-style-type: none"> - Senior Rep Co-ordinator - Junior Rep Co-ordinator - Uniforms co-ordinator 	<ol style="list-style-type: none"> 1. Prepare budgets in conjunction with Treasurer and submit for Committee approval 2. Coordinate selections, team functions 3. Organise and distribute uniform, equipment 4. Appoint and mentor coaches 5. Talent identification 6. Organise tournaments for teams 7. Maintain & update legal requirements re WWC check
DDNA Precincts Sub-committee	<ol style="list-style-type: none"> 1. Venue viability, amenities review, facility upgrade proposals 2. Maintenance of facilities 3. Liaison with Manningham Council regarding maintenance, repairs or concerns
Saturday Competition Sub-Committee including Grading Sub-Committee	<ol style="list-style-type: none"> 1. Overall review of Saturday competition in conjunction with Management Committee 2. Autumn & Spring Pre-Competition meetings to grade teams. 3. Re-grading assessment meetings as required
Night Competitions Co-ordinator/s (Tuesdays)	<ol style="list-style-type: none"> 1. Team registrations 2. Grading and fixtures 3. Coordinate umpires 4. Organise finals /trophies
Programmes Sub-Committee <ul style="list-style-type: none"> - All Abilities - NetSetGo - Walking Netball - Fast 5 format - Rising Stars Junior Development 	<ol style="list-style-type: none"> 1. Provide publicity/marketing through relevant DDNA media officers for DDNA media channels 2. Advise Committee/Grading Committee of court requirements, programme times and dates 3. Organise registered participants into workable groups as required. 4. Organise officials as required

Revenue Sub-Committee <ul style="list-style-type: none"> - Marketing - Fundraising - Grants - Sponsorship 	<ol style="list-style-type: none"> 1. Investigation of revenue raising opportunities 2. Preparation of grant applications 3. Investigate marketing opportunities 4. Recruit & manage sponsors 5. Advertising strategies
Media <ul style="list-style-type: none"> - Website - Facebook - Instagram - Other alternatives 	<ol style="list-style-type: none"> 1. Maintain consistent branding through media avenues 2. Maintain media to reflect up-to-date and current information 3. Promotion of Association, its events, activities, achievements, alerts and related items of interest 4. Liaise with Management Committee and Sub-Committees for relevant updates and feeds 5. Member Newsletter production
Umpire Programme <ul style="list-style-type: none"> - Umpire Co-ordinator - Umpire Supervisor 	<ol style="list-style-type: none"> 1. Managing Budget 2. Organize & coordinate umpire courses 3. Recruit & coordinate umpire trainers and mentors 4. Maintain up-to-date records and knowledge 5. Organise and coordinate badge testing 6. Umpire Rosters preparation 7. Saturday competitions availability 8. First Aid requirements
Child Protection & Working With Children Check Officer	<ol style="list-style-type: none"> 1. Oversee Member Protection administration as required by law and affiliated bodies. 2. Ensure all Member Protection practices are up-to-date, relevant personnel are informed and media updated.
Operations Management <ul style="list-style-type: none"> - Administrator - Finance Officer 	<ol style="list-style-type: none"> 1. Responsible for day-to-day management of the Association, including computer systems and programmes, documentation preparation, office management etc. 2. Implementing and improving systems. 3. Liaising with Sub-Committees, Co-ordinators, Officers and Committee for task management, and reporting back 4. Liaising with Clubs 5. Alert relevant Sub-Committees and/or Executive Committee of any issues or concerns requiring Committee-level discussion, attention or decisions 6. Finance Officer – preparation of accounts, budgets, forecasts, bank accounts, revenue, expenditure.
Canteen Manager	<ol style="list-style-type: none"> 1. Order & purchase supplies 2. Supervise canteen volunteers 3. Management of canteen premises and hygiene requirements 4. Liaison with Manningham Council regarding Food Safety certificate requirements.
Complaint Handling Officer / Hearing Officer	<ol style="list-style-type: none"> 1. Managing Complaints Handling Policies of the Association 2. Follow through complaints as per Association policy/ies. 3. Give reasons for any decisions made, any changes that have resulted from the complainant and details of any remedy 4. Keeping all information relating to the issue/parties involved confidential 5. Ensure all responses and outcomes are recorded, filed and reported to the committee to assist with best practice and continuous improvement on complaint handling procedures
Volunteers Co-ordinator	<ul style="list-style-type: none"> • Identifies potential Volunteers for any Association Committee, Sub-committee or Role Management positions. • Informs the DDNA Management Committee. • Approaches potential Volunteers to encourage their involvement.