



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
<ul style="list-style-type: none"> • Provide support to the Executive Committee and other General Committee members to ensure the efficient operation of the Association.

Key Responsibilities
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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