



DONCASTER
& DISTRICTS NETBALL ASSOC.

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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Working with Children Check