



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