

Corryong Football Netball Club Inc.

Human Resource Management – Executive



Position Title

Club Vice President (Netball)

Position Description (what the position involves)

The Vice President's (Netball) role is to fully support the Club President in leadership roles of the Corryong Football Netball Club and to act as his/her deputy as required. The Vice President (Netball) will support the President to ensure that there is a consistently positive atmosphere within the Club and will work proactively with the President and Netball sub-committee to ensure the Club's ongoing success.

At an operational level the Vice President (Netball) will oversee the duties of the **Netball Subcommittee, Coaches and Team Managers** and report to the Executive and General committee at monthly meetings of their progress.

The Vice President (Netball) will also work with the **Membership Officer** and **Secretary 2 - League Delegate** to ensure that all players have paid both Club membership and NV registration.

He/she will also oversee the netball player payments (if applicable) and weekly umpire payments, and administer these with the **Treasurer**.

He/she will also have the responsibility of implementing and managing the 'Umpire/Scoring Roster' and 'Canteen roster'.

☒ Volunteer ☐ Permanent ☐ Part-time ☐ Casual ☐ Contract

Responsible To

The Vice President (Netball) is elected by the Corryong Football Netball Club members and is responsible to the Executive Committee, in particular the Club President, and together they represent the views of the Corryong Football Netball Club members.

Key Responsibilities and Duties

- Manage committee and/or executive meetings as required.
- Represents the Club at local, regional, state and national levels as required.
- Acts as a facilitator for Corryong Football Netball Club's netball teams at both senior and junior levels.
- Ensure the planning and budgeting for the future is carried out, in particular for netball, in accordance with the wishes of the Executive and General committee members.
- Work with the Executive Committee and Netball Sub-committee to source coach/es.
- Form part of the panel for selecting coach/es with two others as selected by the Executive/General Committee.
- Oversee that the Senior and Junior netball **coaches** are fulfilling their duties. (Refer to Coaches job description.)
- Oversee that the **Team Managers** are fulfilling their duties with assistance from the Netball sub-committee. (Refer to Team Manager descriptions).
- Oversee that the **Netball sub-committee** are fulfilling their duties. (Refer to Netball sub-committee descriptions).
- Ensure all netball players, after discussing with **Team Managers** and **Netball sub-committee**,

Option 6

have paid NV membership and Club membership and are ready to take the court. If not, discuss this with **Secretary 2 – League Delegate** and **Membership Officer**.

- Administer with the Club **Treasurer**, player and coaches payments (if applicable) and Club umpire payments.
- Implement the netball umpiring and scoring roster working with **Netball sub-committee**.
- Implement the canteen roster working with **Netball sub-committee**. (Gather names of all netball players and mother/partners of football players from **Membership Officer**)
- Collect Club Vote Cards from Netball sub-committee each week and store safely.
- Count Netball Club votes with **Secretary 1-Internal Club** and work with netball sub-committee to prepare presentation.
- Ensure that netball players and coaches are participating in Club functions, fundraisers, and canteen, umpiring and scoring duties.

Specialist Skills and Knowledge Required

- Can communicate effectively.
- Is well informed of all organisational activities, in particular with netball.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and to do with football.
- Is a supportive leader for all organisation members, Netball sub-committee, netball coaches and netball Team Managers.
- Can maintain confidentiality on relevant matters.
- Understands Victorian Netball Rules and the Upper Murray League Netball By-laws.
- Be prepared to adhere to Administrators Code of Behaviour.
- Be willing to undertake a "Working with Children Check".

Availability

- Attendance and full participation, as appropriate, at Club meetings and functions, including but not limited to:
 - Training sessions where possible
 - Weekend competition days (15 games, 7 of which are away, and finals if applicable)
 - Club functions
 - Monthly Committee meetings
 - Special Committee meetings
 - Annual General Meetings