



Below is a list of the essential roles undertaken by volunteers of Lilydale Netball Club (LNC). These descriptions are an overview of what the positions broadly entail. We have attempted to detail as much information as possible, however, please note that roles occasionally require previously undefined tasks, and may change over time.

## **President**

The President will:

- Lead all LNC Committee meetings and the Annual General Meeting.
- Update The Committee on all activities that have taken place over the previous month.
- Raise matters for discussion and seek agreement on the most appropriate outcome for the club.
- Bear ultimate responsibility for the actions of the Club.
- Have a thorough understanding of the LYVNA bylaws and rules of incorporation.
- Project a positive attitude.
- Follow up on grievances in a timely manner.
- Attend the Registration Day at LYVNA.
- Lead by example by following the Code of Conduct.
- Act as a signatory to the organisations bank accounts.
- Be Club representative at LYVNA meetings and, unless otherwise arranged, responsible resolving issues arising from LYVNA affiliates.

## **Vice President**

Will assist and support the President in the position as listed above.

- The Vice President should be on standby to attend the meetings for LYVNA and run the LNC meetings when the President is unavailable.
- Should have a thorough understanding of the LYVNA by-laws and rules of incorporation
- The Vice President should lead by example and follow the code of conduct as outlined by the LNC.

## **Treasurer**

The Treasurer will

- Issue receipts and promptly deposit all monies received in the organisations bank account
- Bank monies received promptly.
- Make all approved payments and invoice group/members promptly.
- Act as the signatory to the organisations bank accounts (all cheques must be co-signed).
- Prepare and present monthly financial statements to the committee.
- Prepare an annual financial report (reported at the AGM).
- File all business activity statements with the relevant authorities wherever applicable.
- Provide invoices for outstanding registrations fees to members.
- Follow up on outstanding registration fees.
- Perform registrar's role if not filled.
- Draw up cheques for umpires as per Umpire Convenors spreadsheet in a timely manner.
- Attend all Registrations Events to monitor the monies and receipts.
- Attend the Registration Day at LYVNA with cheque signed and ready for payment

## **Secretary**

The Secretary will:

- Schedule meetings and communicate the date, time and venue to committee members no less than seven days in advance.
- Take accurate and succinct minutes at each meeting and highlight any tasks/actions to be completed.
- If unable to attend, arrange another member to take minutes.
- Circulate minutes to the committee within seven days of the meeting.
- Keep up to date contact details of the committee members and LYVNA committee contacts.
- Receive agenda items for the next meeting.
- Liaise with the President (or meeting chair) in preparing the agenda.
- Manage the club calendar.
- Pass on LYVNA calendar information to the LNC committee.
- Be an email contact for LYVNA correspondence.
- Respond promptly to correspondence and where necessary forward to the President, Vice President, Treasurer or another committee member.

## **Communications Officer**

The Communications Officer will update and improve the following.

### Email.

- Reply to each email with a note to advise that the email has been received and will be forwarded to the appropriate member for action.
- Print a copy for mention at LNC monthly meeting if further discussion/action is required
- Ensure that the appropriate member either emails/calls the sender with a response in a reasonable time frame

### Website

- Keep the web site up to date.
- Update committee contact details.
- Add the latest news as promptly as possible e.g. newsletters, fundraising, presentation night, uniform information, special events, LYVNA requirements.
- Update the Umpire Roster.

### Facebook

- Keep Facebook page up to date.
- Monitor information and comments and ensure any comments are appropriate and correct. Where necessary report on posts to the committee.
- Respond to questions.
- Add the latest news as promptly as possible e.g. newsletters, fundraising, presentation night, uniform information, special events, LYVNA requirements.

### Newsletter

- Prepare and distribute a quarterly newsletter covering:
  - Umpires Reports or Courses or Interest for new umpires
  - Fees and Payments required
  - Special Events – i.e. Janelle's Miracle, Net Set Go, Presentation Night,
  - Team Photos
  - Uniform sales
  - New season information
  - Key Dates (i.e. AGM)
  - Rep Players interviews

## **Umpires' Convenor**

The Umpires Convenor will

- Create a weekly roster, following guidelines and requirements outlined by LYVNA e.g. badged umpire games
- Follow up on fill-in umpires when someone is unavailable
- Request LYVNA monitor umpires that may be ready to be badged.
- Undertake to recruit and train new umpires.
- Keep payment sheet for umpires up to date and prompt the Treasurer for payment.
- Attend LYVNA Umpire compulsory meetings, if unable to attend advise President and find an appropriate replacement.
- Raise any issues or news at the monthly LNC meeting
- Select an umpire to receive the Umpires Award at Presentation Night

## **Coaches' Convenor**

The Coaches Convenor will:

- Put out a message for coaches required at the end of each season and then again just prior to the season starting.
- Look for young talent who may wish to be involved in coaching.
- Allocate coaches to teams at the beginning of each season.
- Run a coaches meeting (especially for new coaches) to outline rules, regulations and club expectations at the beginning of each season.
- Raise any issues or news at the monthly LNC meeting.
- Attend LYVNA compulsory meetings.
- Advise coaches on any coaches' courses.

## **Uniform Convenor**

The Uniform Convenor will

- Where possible, attend training sessions, so uniforms are readily available.
- Keep levels of stock appropriate to sales.
- Keep up to date records and receipts on purchases.
- Promptly provide monies paid from members for uniform to Treasurer for banking.
- Inform committee if any of the following needs to occur
  - Increase in pricing
  - Purchases of items required
  - Change of supplier

## **Property Manager**

The Property Manager will

- Provide each coach with a training bag at the beginning of each season. The bag must contain the following:
  - 4 balls in good condition.
  - Chalk.
  - 6 Cones.
  - 2 sets of bibs.
- Provide each team manager/coach with a game bag at the beginning of each season; this bag must contain the following items.
  - 1 game ball (must have club name written on it and be in excellent condition)
  - First aid kit (ensure there are plenty of good quality Band-Aids, nail clippers, scissors, safety pins, bandage)
  - Set of club bibs
- At the end of each season, ensure that the bags are returned and stored in the storage unit.
- Stocktake the returned bags for all of the above items and for quality or renewal of any items.
- Raise any items needed to be purchase to the committee prior to the next season.
- Procure new stock for training bags or game bags when required.

## **Registration/Enrolment Officer**

The Registration/Enrolment Officer will:

- Prepare the new season registration form (with assistance from President)
- Make a recommendation to the LNC Committee for the registration fee
- In consultation with the Treasurer upload the registration form to Sporting Pulse.
- Advise the Communications Officer to broadcast to the club email and SMS lists that registrations are open.
- Complete the LYVNA registration sheet.
- Inform LYVNA (and The Club Secretary) of any changes made to the LNC teams after the LYVNA registration form has been submitted.
- Follow up players with outstanding registration fees.

## **General Committee**

General committee members can assist with any duty. Below are some such tasks:

- Presentation night and trophies
- Uniform sales
- Registration nights
- Janelle's miracle tournament
- Equipment purchases

### **Email Communications and SMS Messaging.**

This task may be undertaken by the Secretary, the Communications Officer, or by a General Member.

- Send out Emails and/or SMS messages to the whole club as requested by the President, or as per instructions from the LNC Committee. These services are particularly important when promoting selection trials, uniform sales, registration, Presentation Night and photo sessions
- Keep the email addresses and phone numbers up to date.
- Forward invoices to the Treasurer for payment.