



GENERAL COMMITTEE POSITION DESCRIPTION

Manningham Netball exists to improve people's lives through the sport of netball.

Position Title:	General Committee Member
Reports to:	Executive Committee
Direct Reports:	N/A
Employment Status:	Volunteer
Time Commitment	As required
Doncaster & Districts Netball Association trading as Manningham Netball	<p>Manningham Netball (the "Association") is a not for profit, member-based organization which is governed by a volunteer Committee, based in the City of Manningham.</p> <p>The Association Committee of Management comprises six General Committee members and the Executive Team comprising the President, Vice President, Treasurer & Secretary.</p>
Commitment to Child Safety	<p>All applicants are required to undergo background checks and screening prior to or during any appointment. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball</p> <p>As an affiliate of Netball Victoria, Manningham Netball embraces diversity in gender, age, ethnicity, disability, religion and sexual orientation, and is committed to providing a safe environment for children in the netball community.</p> <p>Manningham Netball adopts Netball Victoria's Commitment to Safeguarding Children & Young People:</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered, and also seeks to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p>

Primary Purpose of Position

- Provide support to the Executive Committee and other General Committee members to ensure the efficient operation of the Association.

Key Responsibilities

- 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

- 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

Summary of Manningham Netball Portfolios

Representative Teams Sub-Committee

- 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)

Saturday Competitions Manager

Programmes Sub-Committee

- All Abilities
- NetSetGo
- Walking Netball
- Fast 5 format
- Rising Stars Junior Development
- 3-5 year olds programme
- School Holiday Clinics

Revenue Sub-Committee

- Marketing
- Fundraising
- Grants
- Sponsorship

Communications

- Website
- Facebook
- Instagram
- Other alternatives

Umpire Programme

- Umpire Co-ordinator
- Umpire Supervisor

Member Protection Information Officer & Working With Children Check Officer

Operations Management

- Administrator
- Finance Officer

Canteen Manager

Complaint Handling Officer / Hearing Officer

Volunteers Co-ordinator