



PRESIDENT POSITION DESCRIPTION

Manningham Netball 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	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

- 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

- 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

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