



VICE PRESIDENT POSITION DESCRIPTION

Manningham Netball 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	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

- 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

- 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

- 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

- 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