GENERAL COMMITTEE MEMBER POSITION DESCRIPTION

Position Title:	**General Committee Member**		
Reports to:	Executive & General Committee	**Direct Reports:**	Based on portfolio
Employment Status:	Volunteer		
Time Commitment	1 – 5 hours per week based on time of season		
Manningham Netball	Manningham Netball is a not for profit, member based association which is governed by a volunteer General Committee and is affiliated with Netball Victoria. **Our Purpose** – To provide an inclusive and rewarding netball community where people of all ages and aspirations can participate and thrive through meaningful experiences, both on and off the court. **Our Values** BELONG – everyone has a place in our community ENJOY – fun + friendship + smiles RESPECT – we treat everyone with fairness, kindness and equality GROW – collaborate, innovate, develop and strive to be your best SUSTAIN – we act with integrity to build for future generations		
Commitment to Child Safety	We require all applicants 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 At Manningham Netball, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball. **Manningham Netball's Commitment to Safeguarding Children & Young People** 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. MNA 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. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.		

Primary Purpose of Position

- Provide support to the President, Secretary and other General committee members to ensure the efficient operation of the Association.

Key Responsibilities

- Attend the monthly Committee meetings
- Attend the 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
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association

Knowledge, Skills & Abilities
• Ability to communicate complex 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 and dedicated to the Association

Other Requirements
• Working with Children Check

PORTFOLIOS

SATURDAY COMPETITION LIAISON - Primary Purpose of Position & Key Responsibilities
• Oversee and support the Saturday Competition Supervisor to ensure the smooth operation of the Saturday competition. • Oversee and support NetSetGo program. • Prepare and present reports at committee meetings on the status of operations, including updates, identified concerns, and requests for committee consideration. • Oversee and head any sub committee in relation to the Saturday Competition – includes meetings with clubs twice per season. • Liaise with Maintenance portfolio holder to address any maintenance issues of Saturday complex.

SOCIAL COMPETITION LIAISON - Primary Purpose of Position & Key Responsibilities
• Oversee and support the Tuesday Night Competition Supervisor to ensure the smooth operation of the Tuesday night competition. • Prepare and present reports at committee meetings on the status of operations, including updates, identified concerns, and requests for committee consideration. • Oversee and head any sub committee in relation to Social Competition

UMPIRE LIAISON - Primary Purpose of Position & Key Responsibilities
• Oversee and support the Umpire Saturday Competition Supervisor, Umpire Tuesday Night Social Competition Supervisor and Umpire Administrator to ensure the smooth operation of all competitions umpiring needs. • Assist in updating and amending the Umpire Process and Procedure Manual as required • Prepare and present reports at committee meetings on the status of operations, including updates, identified concerns, and requests for committee consideration. • Monitor and reply to portfolio email in a timely manner • Oversee and head any sub committee in relation to umpiring matters

REPRESENTATIVE PROGRAM LIAISON - Primary Purpose of Position & Key Responsibilities
• Oversee and support the Representative program • Assist Representative Co-ordinator to manage Head Coach and other coaches • Attend Representative program events as required • Prepare and present reports at committee meetings on the status of programs, including updates, identified concerns, and requests for committee consideration • Monitor and reply to portfolio email in a timely manner • Oversee and head any sub committee in relation to Representative competitions

ALL ABILITIES - Primary Purpose of Position & Key Responsibilities

- Oversee and Co-ordinate the All Abilities Program to ensure the smooth operation of the program
- Prepare and present reports at committee meetings on the status of operations, including updates, identified concerns, and requests for committee consideration
- Monitor and reply to portfolio email in a timely manner

PARTNERSHIPS - Primary Purpose of Position & Key Responsibilities

- Prepare and present reports at committee meetings on the status of sponsorship and grants, including updates, identified concerns, and requests for committee consideration
- Monitor and reply to portfolio email in a timely manner

Sponsorship

- Develop partnerships with local businesses with the aim of securing sponsorship opportunities and mutual benefits

Grants

- Identify and apply for relevant grants that support and benefit the Association

STRATEGIC PLANNING - Primary Purpose of Position & Key Responsibilities

- Act as the Association's representative in council matters relating to future planning
- Act as the Association's representative in matters with Netball Victoria relating to future planning
- Co-ordinate the development and ongoing review of the Strategic Plan
- Prepare and present reports at committee meetings on the status of plans, including updates, identified concerns, and requests for committee consideration
- Monitor and reply to portfolio email in a timely manner

CANTEEN - Primary Purpose of Position & Key Responsibilities

- Oversee and support the Canteen Manager to ensure the smooth operation of the canteen
- Assist Canteen Manager as required
- Prepare and present reports at committee meetings on the status of operations, including updates, identified concerns, and requests for committee consideration

MAINTENANCE - Primary Purpose of Position & Key Responsibilities

- Conduct weekly inspection of the complex to identify maintenance, safety and operational issues.
- Resolve safety and maintenance issues where possible.

COMPLAINT OFFICER - Primary Purpose of Position & Key Responsibilities

SEE INDIVIDUAL POSITION DESCRIPTION FOR THIS ROLE

UNIFORM CO-ORDINATOR - Primary Purpose of Position & Key Responsibilities

SEE INDIVIDUAL POSITION DESCRIPTION FOR THIS ROLE