



ABN: 54 960 915 353

# Cheltenham Panthers Netball Club

Pride, Passion & Persistence



## ROLE DESCRIPTIONS

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### **PRESIDENT**

The President is the principal leader and has overall responsibility of the Club's administration.

### **DUTIES**

- Preside over all meetings and direct all official business
- Consult with General Committee on all issues which affect the Club.
- Follow up business arising from meetings
- Organise meeting times that suite the majority of the Committee particularly the Executive
- Ensure delegates attend Association Meetings and that feedback is provided
- Liaise with the Treasurer on fee collection
- Address problems/issues with teams, coaches or parent/guardian
- Check regularly on progress of teams
- Delegate and appoint Committee Members to various tasks
- Convene and chair Team Selection Meetings
- Consult with Committee and coordinate end of season functions
- Liaise with Committee Members and Coaches

### **VICE PRESIDENT**

Act on behalf of the President in his or her absence.

### **DUTIES**

- To act as the President in his or her absence
- Report to and work closely with the President to assist with his or her duties
- Perform other duties assigned by the President.

### **SECRETARY**

The Secretary is the chief administration Officer of the Club and provides a co - ordination link between members, Committee and outside agencies such as Kingston Netball Association and Netball Victoria.

### **DUTIES**

- Keep accurate minutes of the meetings and distribute them to all Committee Members prior to the next meeting
- Prepare an agenda prior to next meeting
- Check emails regularly
- Complete a list of inward and outward correspondence for each Committee Meeting
- Act upon business from meetings e.g. letters, phone calls etc.
- Report at each Committee Meeting.
- Liaise with President and other Committee Members when necessary

## **TREASURER/REGISTRAR**

The Treasurer/Registrar is responsible for the financial management of the Club and preparation of Team sheets for the Spring and Autumn Seasons.

### **DUTIES**

- Collect all monies from all competitions/players, programs, functions and fundraisers conducted by the Club
- Send out fees notices
- Receipt all monies received.
- Arrange payment for Club Fees and VNA by due dates to the Association.
- Arrange before the start of the first season each year that the relevant signatures for the signing of cheques are registered at the Club's bank
- Bank all monies and record accurately all transactions for review by the Club's Committee
- The Treasurer with the approval of the General Committee is responsible for the banking, security of petty cash, the bank accounts e.g. the cheque book and the transfer of money between accounts.
- Prepare a statement of all bank accounts for General Committee Meetings
- Present accounts to be paid at the General Committee Meeting
- Prepare the Annual Report for AGM
- Prepare team sheets for Autumn and Spring Seasons and submit to the association.

## **COMMITTEE MEMBER**

Manage and oversee the everyday running of the Club.

### **DUTIES**

- Understand and demonstrate a commitment to the Club's programs
- Keep up to date with issues and trends that affect the Club
- Prepare for meetings by reading the agenda, minutes, reports and other documents required to actively participate in them.
- Attend meetings regularly.
- Contribute skills and knowledge by participating actively in meetings and Committee work.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Make inquiries when clarification or more information is needed.
- Understand and monitor the Club's financial affairs.
- Avoid any potential conflict of interest.
- Understand and maintain confidentiality.
- Ensure the Club is complying with all legal and Club Rules.

## **CLUB DELEGATE FOR MANAGEMENT COMMITTEE**

To liaise between Kingston and District Netball Association and the Club

### **DUTIES**

- To attend and report on matters addressed at Management meetings
- To provide a link between the Association and the Club.
- To manage any events which require our Clubs involvement
- Maybe required to be on a Sub Committee of the Association

## **COACH**

To prepare players for the game of netball using skill development activities and age appropriate competitive experience.

## **DUTIES**

- Coaches are required to adhere to the club's philosophy and age group statements
- Coaches are required to adhere to coach's code of conduct
- Prepare a coaching plan which can be progressed during the season to challenge the players.
- Observe each child and their practice/game level and skills taking note of their progress
- Provide useful advice to help those having difficulty or needing to extend their performance
- Make children feel comfortable and happy with training sessions and games
- Encourage a best effort
- Praise effort and improvement

Coaches to keep their players in sight at all times and not leave training until all players have been collected