

President

- Preside at all meetings of the Club and direct where necessary.
- Represent the Club and be the spokesperson for the Club as required.
- Liaise with SHNA or delegate this role to another member of the Committee.
- Communicate to members all required information about registration and throughout the season. Be responsible for all correspondence and the issue of notices as required.

Vice President – (if booking, scheduling and ordering are your thing...)

- Shall assist the President, undertake the functions of, and act as President in the absence of the President.
- Create the Canteen roster when SHNA has advised of the clubs rostered dates
- Find suitable grants & assist with completing Grant paperwork.
- Negotiate with sponsors and organise paperwork

Secretary - (no Netball knowledge needed but can type, email and make phone calls)

- Take the minutes at any club meeting.
- Take the minutes of the Annual General Meeting.
- Shall write the agenda for any club meeting or AGM.
- Schedule meeting dates and book meeting rooms for dates.
- Host Zoom meetings when require in lieu of Face-to-face meetings
- Create Committee members list for your and circulate committee contact details.
- Manage Club email account and direct emails to relevant committee &/or Club members

Treasurer - (if you don't know Netball but know numbers)

- Submit a financial statement to be read and inspected at club meetings.
- Be responsible for recording and controlling all funds pertaining to the club, including Registrations, Umpire Fees, uniform, equipment purchases and fundraising.
- Present audited balance sheet at the Annual General Meeting.

Registrar

- Monitor data entries in the PlayHQ registration system.(very user friendly & all setup)
- Be responsible for receiving registrations and ensuring correct online entry.
- Be responsible for receiving late registrations and notifying the SHNA registrar.
- Create Teams in online system, PlayHQ
- Allocate coaches/managers to teams in PlayHQ

Umpire Coordinator/Sub-committee

- Be responsible for allocation of required umpires for each round.
- Manage umpiring training program
- Select trainee umpires for the season
- Allocate mentor umpires to trainees when required
- Liaise with treasurer to organise payment of umpires.
- Guide Umpires through Badging process (where applicable)

Coaching Coordinator (Coaching experience & qualification ideal)

- Liaise with coaches and managers on all aspects of coaching teams. (email & whatsapp)
- Communicate with coaches & Managers throughout the season incl end of year reporting
- Help interested parties find Coaching resources and courses where appropriate.
- Collect and collate end of season coaching reports
- Support all coaches getting their Foundation coaching qualification

Uniform Co-ordinator

- Ensure new Bibs are ordered each year.
- Manage and maintain Second hand uniform shop/sales
- Collect and collate Hoodie orders for the year and place order with HWW
- Liaise with Uniform suppliers.
- Look for alternate suppliers where/when required.

Functions/Fundraising Co-ordinator

- Facilitate Mother's Day/Father's Day Raffles.
- Organise Club Disco/Movie night or other mid-season events
- Organise Presentation night venue booking
- Co-ordinate volunteers to assist running events

Social Media Manager

- Manage Facebook & Instagram
- Promote news and events online
- Promote our sponsors
- Repost important posts from SHNA

Kit/Equipment Manager

- Ensure all kit bags have required equipment and organise the purchase of any replacement equipment.
- Distribute team kits bags to all coaches.
- Use Rebel credits to purchase equipment and prizes/gifts throughout the year for Raffles
- And ensure full collection at the end of season.

Other Roles:

- Grading/Teams Sub Committee
- General Committee
- Presentation night sub-committee (to be organised later in season)