



Committee Position Descriptions

Executive Board -

President – Figure head of the association. Assist committee members with any issues that arise with their role, chair meetings, assist any association members with any issues that may arise. Manage the DSC Manager with the Treasurer. Attend any Netball Victoria meetings and other meetings as necessary.

Vice President – committee coordinator, all presidential jobs when the president is unavailable. Assist the President as necessary.

Treasurer – Financial reporting, regulatory body submissions, BAS lodgements, general book-keeping/accounting work with the assistance of the assistant treasurer. Manage the DSC Manager with the President.

Minute Secretary – record and distribute minutes, general administration jobs as they arise, send and receive all general emails, letters into the committee. Liaise with the DSC manager and submit their report at meetings. Attend Executive meetings to take minutes, as required.

VNL Administrator –Coordinate the running of the VNL teams; court hire, trials, selections, home game, meetings. All admin work for VNL.

Registrar – registrar, keeper of membership records, coordinate the lodging VNA registrations with parents. Keep coaches up to date with the latest team sheets. Input data into trials program, run trials.

Netball Director VNL & Rep - Will work with the committee, coaches and players to run the VNL & Rep teams

General committee –

Marketing and sponsorship coordinator – Source new sponsors for the club, liaise with current sponsors; ensure sponsors get everything promised to them. Market the club to the greater community.

Assoc. Tournament coordinator – Keep an up to date calendar of all association tournaments our teams can attend throughout the year, keep coaches informed of these tournaments. Book teams in as requested by the coaches and keep the umpire's coordinator informed, organising payment with the treasurer. Inform umpires coordinator, team manager and coaches of tournament information. Approx. 2 hrs per week.

Uniforms and Property coordinator– coordinate the supply and purchase of uniforms and equipment as needed. Coordinate the stock on hand through the year. Organise the information day – uniform sales and ordering. With assistance from the sub-committee.

Events coordinator – To coordinator the running of our major events with the help of an assistant coordinator & other committee members (for each event separately) and volunteers. Events include – Camp (Jan), Representative tournament (March), VNL home game (May), Presentation night (Rep – June, VNL – Sept), Mildura (September) & Information day (Nov).

Assistant Treasurer – to assist the Treasurer with the general book keeping work and send out invoices for fees.

Social media & website coordinator – Keep our website and social media up to date.

Fundraising coordinator - Fundraising / Social – includes events like Bunning's BBQ's, chocolate drive, movie night, etc. (all year round)

Umpire coordinator – organises all umpires required for weekly games, tournaments and trials. The tournament coordinator will provide you with the tournaments our teams have entered, the date, location and number of umpires required. Weekly games umpires will be organised by using the Waverley fixtures to see when we are required to provide umpires. Trials will be coordinated with the committee members running the trials.

Non Committee

Coach advisor – Assist the age group co. With any issues they have, assist parents and coaches if they have issues that can't be solved by the age group co. Run coach's meetings (2 per season) and skill sessions (2 per season) during the year. Attend committee meetings as required.

Age Group Co. – Assist coaches and parents from their age groups with any issues they have during the season, ensure the coaches from their age group are working within our guidelines and policies.

Rep Teams & Training coordinator – Keep the venues, coaches and team manager informed of training schedules, taking into consideration teams attending tournaments, holidays, non-training days and venues being booked out.

** Further descriptions of the roles are available – email Nicole - President@ariels.com.au **

Sub Committee's – This is a group of volunteers from the club who are willing to help the event coordinator & Fundraising coordinator to run the events we hold during the year.

We would like **an assistant coordinator (or two) for each event** to work with the Events Coordinator to do all the pre work for the event and then a group of volunteers we can call from to help put the event on.

You may only be able to help us run one event or you may be able to help us run all the events, any help is greatly appreciated.

The assistant coordinator of each events jobs would include things like:

- Booking/Hiring equipment or businesses for the event
- Purchasing stock/equipment before the event
- working with the team managers to organise parent rosters & donations as needed
- collating forms as they come in informing the necessary committee members or coaches of the information received.

The volunteer's jobs would include things like:

- Picking up stock/equipment prior to the event
- Sell stock/equipment at the event
- Assist with the running of the event where needed
- Coordinate parent helpers from each team/age group with their shifts where needed
- Assisting with set up and/or pack up

Our main events are:

- Camp (January)
- Our Associations Tournament (March)
- Our VNL home game (May)
- The Bunning's BBQ's (depends on the dates booked)
- Our information day – collecting player forms, selling uniforms. (Nov)
- Presentation nights (Rep – June, VNL – Sept)
- Fundraising & Social events (all year round)

If we have a large group of people willing to help us with these events, we should be able to take the pressure of the small committee and share the work load among the association.