

EXECUTIVE COMMITTEE

PRESIDENT - Position Description

- ◆ Oversee all aspects of the club and its committee members
- ◆ Preside at all general meetings of the club and its executive committee
- ◆ Represent the club whenever possible throughout the entire season, including TCNA AGM or Club Council meetings.
- ◆ **Time Commitment: FULL YEAR**
 - **Pre-Season is MINIMAL** - attend upcoming season planning meeting and sign on day
 - **During Season is PREDOMINATELY ONGOING** which may include:
 - Bi-Monthly Committee Meetings (every two months: times are set to suit majority of committee)
 - Weekdays: presence at senior or junior fixture nights if required.
 - Weekends: presence at junior carnivals, attend Junior & Senior EOY Presentations
 - **Off Season is MINIMAL**
 - Prepare for and Chair Club AGM in Oct/Nov and any other post-season meetings

SECRETARY - Position Description

- ◆ Conduct the correspondence of the club and keep files of all such correspondence, records and reports
- ◆ Monitor the Club email address and distribute and respond to emails in a timely manner.
- ◆ Issue all notices of meetings together with an Agenda, in consultation with President.
- ◆ Keep copies of the minutes of all formal meetings of the club and distribute.
- ◆ Keep updated copies of the constitution and by-laws of Saints for advice of all members
- ◆ Arrange for the carrying out of all clerical work associated with the conduct of the affairs of the club.
- ◆ Maintain a record of all Life members of Saints
- ◆ Assist the President with the club's annual report & other documentation for the AGM as required
- ◆ **Time Commitment- FULL YEAR**
 - **Pre-Season is MINIMA**
 - Attend upcoming season planning meetings
 - Monitor Club email address on a regular basis
 - **During Season is PREDOMINATELY ONGOING** which may include:
 - **Bi-Monthly** - attend or have report available a finance report for Committee Meetings
 - Monitor Club email address on a regular basis
 - **Off Season is MINIMAL**
 - Prepare club's annual report for AGM in Oct/Nov
 - Monitor club email address on a regular basis

TREASURER - Position Description

- ◆ Knowledge of bookkeeping practises - current Software used is Xero (cloud based)
- ◆ Keep all books and accounts of the Club and prepare a statement of receipts and expenditure for presentation at each executive meeting and each general meeting
- ◆ Monitor all club bank accounts.
- ◆ Receive/record all monies and issue receipts of all payment, pay such money into the bank and produce the bank receipts at each executive meeting and each general meeting
- ◆ Present all accounts incurred to the club to be passed for payment by the club.
- ◆ Prepare a balance sheet and any other requirements for the inspection and signature of the auditors (if required) and present same at the AGM

♦ **Time Commitment: FULL YEAR**

➤ **Pre-Season is MINIMAL**

- attend upcoming season planning meeting
- Attend any sign on day/evening
- Prepare suggested budget for entire season in liaison with other Exec Committee members

➤ **During Season is PREDOMINATELY ONGOING** which may include:

- **Weekly** – monitor bank account regularly with incoming registration fees received and record.
- **Bi-Monthly** - attend or have report available a finance report for Committee Meetings
- **Occasional** – pay Club expenses occurred

➤ **Off Season is MINIMAL**

- Prepare for and present financial report at AGM in Oct/Nov

GENERAL COMMITTEE

VICE PRESIDENT - Position Description

- ♦ The Club Vice President will assist the President in all of the duties outlined above as required and/or requested. The Vice President will stand in for the President if they are absent for any reason. Refer to the President - Position Description above for further details of the role.

SAFETY & INCLUSION OFFICER - Position Description

- ♦ The Safety and Inclusion Officer will play a vital role in fostering a safe, welcoming, and inclusive environment within Saints Netball Club. This position is responsible for implementing and promoting policies, processes, and practices that adhere to the 2025 Child Safe Standards, embrace diversity and ensure equal opportunities for individuals of all genders, races, ability, religions, sexual preferences, appearances, ages, and body types. The Inclusion Officer will work closely with club members, officials, and the broader community to create a positive culture for everyone involved in the club.

Responsibilities are outline in the larger Position Description but summarised below

- ♦ Policy development and implementation
- ♦ Education and Awareness
- ♦ Grievance Handling

♦ **Time Commitment:**

➤ **PRE-SEASON - PREDOMINATELY DEC to FEB**

- Attend upcoming season planning meeting
- Attend any sign on day/ meeting

➤ **START of SEASON –PREDOMINATELY MAR - AUG**

- **Weekly** - estimated 2 hours per week depending on needs of the club, flexibility required with some evening and weekend work maybe required.
- **Bi-Monthly** - attend or have report available for committee meetings

➤ **OFF Season is MINIMAL**

- Attend AGM in October/ November

REGISTRAR - Position Description

- ◆ Set up Online registration forms prior to New Season (Netball Connect)
- ◆ Attend any training sessions as required by Netball QLD/ TCNAI
- ◆ Monitor registration numbers and distribute information to Junior and Senior convenors and Treasurer.
- ◆ Prepare and keep records of registrations of all Saints players
- ◆ Liaise with TCNAI re registration of Saints players
- ◆ Be present at sign on days to assist any members with registration enquiries.
- ◆ Follow up member enquiries in a timely manner.
- ◆ **Time Commitment:**
 - **PRE-SEASON - PREDOMINATELY DEC to JAN**
 - attend upcoming season planning meeting
 - availability to set up Club online registration forms in My Netball system.
 - Attend any sign on day/evening
 - **START of SEASON –PREDOMINATELY FEB - APR**
 - **Weekly** – consistent monitoring & reporting of registrations being received online
 - **Bi-Monthly** - attend or have report available for Committee Meetings
 - **MID-OFF Season is MINIMAL**
 - Be available for any registration queries
 - Attend AGM in Oct/Nov

JUNIOR CONVENOR (and Assistants) - Position Description

- ◆ Assist in recruiting Junior team and team managers
- ◆ Be responsible for the grading of junior teams (assisted by grading committee & selectors)
- ◆ Be responsible for the team contact sheet for each junior team
- ◆ Ensure all players and managers are registered and have their details recorded
- ◆ Be the contact person for TCNAI on junior fixtures night
- ◆ Be the contact person for all junior Club coaches and managers
- ◆ Ensure team parents stay in their lane as spectators only
- ◆ Attend junior fixtures night, make contact with each team on game night at least monthly
- ◆ Liaise with Club coaches and managers during the year to ensure Club processes are being followed
- ◆ Assist the Club in getting information/updates to Junior team groups, coaches, managers and players
- ◆ Ensure Exec are aware of any Team/Member queries, issues, challenges or disputes.
- ◆ **Time Commitment:**
 - **PRE-SEASON - PREDOMINATELY DEC- FEB**
 - Attend upcoming season club planning meeting
 - Attend any sign on day/evening
 - Attend team/player trials and formulate team lists
 - Review TCNA Fixtures Grading Results
 - **DURING SEASON – PREDOMINATELY FEB - SEP**
 - **Weekly** – **attend fixture nights** (training nights only if necessary)
 - **Bi-Monthly** - attend or have report available for Committee Meetings
 - **OFF SEASON is MINIMAL**
 - Attend AGM in Oct/Nov
 - Pre-Season preparation work as required

SENIOR CONVENOR (and Assistants) - Position Description

- ◆ Assist in recruiting Senior team coaches and team managers
- ◆ Be responsible for the grading of senior teams (assisted by grading committee & selectors)
- ◆ Be responsible for the team contact sheet for each senior team
- ◆ Ensure all players and managers are registered and have their details recorded
- ◆ Be the contact person for TCNAI on senior fixture night
- ◆ Be the contact person for all senior Club coaches and managers
- ◆ Attend senior fixtures night, make contact with each team on game night at least fortnightly
- ◆ Assist coaches/managers with sourcing team player substitutes for fixtures
- ◆ Liaise with Club coaches and managers during the year to ensure Club processes are being followed
- ◆ Assist the Club in getting information/updates to Senior team groups, coaches, managers and players
- ◆ Ensure Exec are aware of any Team/Member queries, issues, challenges or disputes.
- ◆ **Time Commitment:**
 - **PRE-SEASON - PREDOMINATELY DEC - FEB**
 - Attend upcoming season club planning meeting
 - Attend any sign on day/evening
 - Attend team/player trials and formulate team lists
 - Review TCNA Fixtures Grading Results
 - **DURING SEASON – PREDOMINATELY FEB - SEP**
 - **Weekly** - Tuesday Fixture nights
 - **Bi-Monthly** - attend or have report available for Committee
 - **OFF SEASON is MINIMAL**
 - Attend AGM in Oct/Nov
 - Pre-Season preparation work as required

SET/GO CONVENOR- Position Description

- ◆ Assist in recruiting Set/Go team coaches and team managers
- ◆ Be responsible for the team contact sheet for each Set/Go team
- ◆ Ensure all players and managers are registered and have their details recorded
- ◆ Be the contact person for TCNAI on Set/Go fixture night
- ◆ Be point of contact for Coaches/Parents on Weekly Fixtures/Training day
- ◆ Attend Set/Go fixtures night, make contact with each team on game night at least fortnightly
- ◆ Ensure Team Managers and Coaches are aware of and carrying out their responsibilities
- ◆ Ensure team parents stay in their lane as spectators only
- ◆ Ensure Exec are aware of any Team/Member queries, issues, challenges or disputes.
- ◆ Assist the Club in getting information/updates to Set/Go team groups, coaches, managers and players
- **PRE-SEASON - PREDOMINATELY DEC - FEB**
 - Attend upcoming season club planning meeting
 - Attend any sign on day/evening
 - Attend Set/Go Come & Try days and assist Club with formulating team lists
 - Review TCNA Grading Results (if applicable) and provide feedback
- **DURING SEASON – PREDOMINATELY FEB - SEP**
 - **Weekly** - Tuesday Fixture nights
 - **Bi-Monthly** - attend or have report available for Committee Meetings
- **OFF SEASON is MINIMAL**
 - Attend AGM in Oct/Nov
 - Pre-Season preparation work as required

JUNIOR/ SENIOR UMPIRING CONVENORS - Position Description

- ◆ Organise Saints umpires for duties at junior and senior games as requested by TCNAI
- ◆ Be available to support and guide Saints junior/senior umpires to gain qualifications through TCNAI
- ◆ Request, organise and support badged umpires and other qualified people to assist with the coaching of Saints junior learner umpires
- ◆ Be the club contact with TCNAI for umpiring
- ◆ Represent the Club at any TCNAI umpire meetings and report back to club any pertinent information
- ◆ Be a State badged umpire
- ◆ **Time Commitment:**
 - **PRE-SEASON - MINIMAL**
 - attend upcoming season planning meeting
 - **DURING SEASON – PREDOMINATELY FEB - SEP**
 - **Weekly** – prepare junior and senior club umpiring roster, monitor umpire accreditation and be available or present at fixture nights.
 - **Bi-Monthly** - attend or have report available for Committee Meetings
 - **Mid - Off Season is MINIMAL**
 - Attend AGM in Oct/Nov

COACHING CONVENOR - Position Description

- ◆ Assist Junior Convenor with any coaching needs on weekly fixture and training days
- ◆ Maintain a list of all club coaches, addresses and contact details.
- ◆ Maintain a list of all coach completed courses and qualifications within the Club.
- ◆ Assist with Coach education programs and recommend further courses as deemed necessary.
- ◆ Assist Committee to develop and improve our Club coaching resources
- ◆ Investigate opportunities for coaches/ teams/ players to access Club based training opportunities.
- ◆ Promote and help each coach further their knowledge, training and experience
- ◆ **Time Commitment: FULL YEAR**
 - **PRE-SEASON - PREDOMINATELY DEC- FEB**
 - attend upcoming season club planning meeting
 - prepare coach list/advertise positions to be filled
 - **DURING SEASON – PRODOMINATE FEB – SEP**
 - **Ongoing** – supporting club coaches to participate in appropriate development courses.
 - **Weekly** - attend training nights if required
 - **Bi-Monthly** - attend or have report available for Committee Meetings
 - **OFF SEASON is MINIMAL**
 - Attend AGM in Oct/Nov

UNIFORM CONVENOR - Position Description

- ◆ Perform stocktake of uniforms held in stock at end of netball season.
- ◆ Attend registration and grading days for uniform Sales and Try-ons.
- ◆ Re-order uniforms through supplier as required.
- ◆ Keep a record of the uniform orders placed.
- ◆ Collect uniforms from supplier and Organise for uniforms to be distributed to players once they have been paid for.
- ◆ **Time Commitment:**
 - **PRE-SEASON - MINIMAL JAN to FEB**
 - Attend season club planning meeting
 - Attend any sign on day/evening
 - Attend registration day and junior & senior player grading days
 - **DURING SEASON – PRODOMINATE FEB to APR**
 - **Ongoing** – liaise with suppliers, collate uniform orders. Update uniform stock/orders
 - **Weekly** - distribute uniform orders to players
 - **Bi-Monthly** - attend or have report available for Committee Meetings (every two months: times are set to suit majority of committee)
 - **OFF SEASON is MINIMAL**
 - Stocktake of Uniforms
 - Attend AGM in Oct/Nov

EQUIPMENT CONVENOR - Position Description

- ◆ Set up process for tracking distribution of Club equipment
- ◆ Ensure that all Team Managers/Coaches return all equipment at end of the season.
- ◆ Provide inventory of all equipment at end of season.
- ◆ Liaise with Executive committee on reordering any necessary equipment for following season.
- ◆ Coordinate the preparation and distribute of coaches' and managers' kits at beginning of season
- ◆ Follow up on any requests for equipment during the year.
- ◆ **Time Commitment: PRE & OFF SEASON - MINIMAL**

SPONSORSHIP & GRANTS OFFICER – Position Description

- ◆ Responsible for overseeing all sponsorship and fundraising activities of Saints Netball Club.
- ◆ Develop fundraising plan in conjunction with the Exec Committee.
- ◆ Identify potential sources of sponsorships and grants.
- ◆ Write grant applications and sponsorship proposals and distribute accordingly.
- ◆ Ensure the acquired funds are being used for the designated purpose.
- ◆ Acquit all grant funding as required in a timely manner.
- ◆ Maintain relationships with grant agencies and sponsors.
- ◆ Submit regular reports to the club/group committee.
- ◆ **Time Commitment – ALL YEAR AS REQUIRED**

EVENTS & SOCIALS OFFICER – Position Description

- ◆ Develop, organise and/or assist with Club Events – eg Sign On Night, Come & Try Events, Premier League Launch, Senior Breakup, Junior Breakup, etc
- ◆ Create engaging and informative content for the Club's social media platform/s
- ◆ Set up key dates and events online as requested by Exec Committee
- ◆ Maintain and update the Club's website and social media platforms.
- ◆ Monitor social and messaging platforms and distribute queries to the relevant Committee person.
- ◆ Contribute to a sense of belonging between the Club and its followers.
- ◆ Successfully communicate the Club's values to the wider community
- ◆ Develop relationships with local media outlets to promote awareness of Club results, on and off the court.
- ◆ **Time Commitment – ALL YEAR AS REQUIRED**