



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

Donvale Netball Club Inc. exists to improve people's lives through the sport of Netball

Position Title:	Events Co-ordinator		
Reports to:	Executive Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment	About 20 hours; seasonal – as required. Annual Presentation Day – end of Spring season		
Donvale Netball Club Inc.	<p>Donvale Netball Club Inc. is a not for profit, member-based organization governed by a volunteer Committee of Management, and is affiliated with Doncaster & District Netball Association and Netball Victoria.</p> <p>Donvale Netball Club Inc. exists to improve people's lives through the sport of netball. Our values of fun, fitness, friendship and community provide opportunity for all players, umpires, coaches, managers, their families and supporters to come together and enjoy being part of our netball family.</p> <p>Donvale Netball Club Inc. management roles include Membership Registrar, Uniforms, Coach Co-ordinator, Equipment Co-ordinator, First Aid Co-ordinator, Social Media Managers, Umpires Advisor, DDNA Liaison, Grants Manager, Revenue Officer, Marketing Officer, Website Manager, Programmes Development Manager, Events Manager, Communications Co-ordinator and Membership Protection Information Officer, led by the Executive Committee comprising President, Vice-President, Secretary and Treasurer.</p>		
Commitment to Child Safety	<p>Donvale Netball Club Inc. is committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, Donvale Netball Club Inc. is committed to ensuring the safety of all of its members, particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates', including Donvale Netball Club Inc., commitment to providing a safe environment for children in netball and consists of principles and benchmarks Netball Victoria has in place.</p>		

Primary Purpose of Position

- Organizing Club events as required, culminating in the annual Club Presentation Day event.

Key Responsibilities

- Co-ordinating set-ups for events, including venue, dates, times, hospitality, member-booking arrangements, venue decorations, publicity etc.
- Co-ordinate fundraising – sponsorship, raffle prizes, silent auction items, donations.
- Ensure set-ups meet government requirements and regulations etc.
- Liaise with Secretary, Social Media and Website Co-ordinators for suitable advertising, marketing etc.
- Ensure relevant sponsors, Council Mayor and local Councillors receive invitations.
- Liaise with Committee and event personnel for effective planning.
- Liaison with Committee, including feedback, reporting and delegation of tasks
- Overall management of events on the day

Knowledge, Skills & Abilities
<ul style="list-style-type: none">• Commitment to the success of the Club, its membership and the sport of netball.• Effective communication, organizational and problem-solving skills• Attention to detail• Effective time management• Ability to work independently, delegate tasks and follow through requirements.

Other Requirements
<ul style="list-style-type: none">• Induction Training• Working with Children Check