



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

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

Position Title:	General Committee Member		
Reports to:	Executive & General Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment	Attend monthly Committee Meetings, plus time required to execute duties		
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 Manager, 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

- Provide support to the President, Secretary and other General committee members to ensure the efficient operation of the Club

Key Responsibilities

- Attend the meetings of the Committee held monthly
- Attend the Annual General Meeting and General Meeting
- Participate in discussion and decision making of the committee
- Uphold the decisions of the Committee
- Undertake tasks at the request of the President or Executive Committee
- Be prepared to undertake a role management position

Knowledge, Skills & Abilities

- Commitment to the success of the Club, participating members and the sport of netball
- Sound financial awareness and the ability to read and interpret financial statements
- Ability to communicate complex ideas and articulate sound arguments
- Experience in strategic planning
- Maintain confidentiality in relevant matters
- Well organised and able to work in a logical orderly manner
- Ethical, honest and trustworthy
- Confident in leading strategic direction, maintaining a focus on the 'big picture'

Other Requirements

- Induction Training
- Working with Children Check