



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

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

Position Title:	President		
Reports to:	Executive Committee	Direct Reports:	Committee
Employment Status:	Volunteer		
Time Commitment	Executive Committee & Committee Meetings minimum once per month, 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 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
<ul style="list-style-type: none"> • Ensure the Club promotes the participation and achievement of netball at the highest level and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the Club. • Ensure strategies to embed an organizational culture of child safety through effective leadership arrangements. • Ensure the association is run efficiently administratively, financially and socially to support all activities . • To provide support to the Executive and Committee members to ensure efficient operation of the organization. • Seek ratification from the appropriate Committee member prior to committing the association to any financial expenditure or action. • Provide a safe and enjoyable recreational environment for all association members and ensure all netball activities are played in a competitive and fair spirit. • Act as a Primary spokesperson on all governance and member representation.

Key Responsibilities

- Lead by strong efficient and effective leadership for the association.
- Ensure sub committees and committee members fulfil their responsibilities to the Club.
- Manage/Chair monthly committee meetings and the Club's Annual General Meetings.
- Report on overall activities to the membership at the Annual General Meetings and General Meetings.
- Ensure all sub-committees are accountable and responsible.
- Ensure that the planning and budgeting for future is carried out in accordance with the wishes of members.
- Be familiar with and uphold Constitution, By-Laws, rules, policies and procedures of the Club and its affiliated organizations.
- Represent the organisation in discussion with their affiliates and state and local government.
- Represent the organisation in public relations activities and opportunities.
- Assist in the development of partnerships, potential sponsors and funding opportunities.

Knowledge, Skills & Abilities

- Commitment to the success of the Club, its membership and the sport of netball
- Can communicate effectively and listen to feedback and views of members and other interested parties
- Ability to manage people, lead meetings and delegate
- Confident in leading strategic direction, maintaining a focus on the 'big picture'
- Well informed of all Club activities
- Aware of future direction and plans of Club meetings
- A good understanding of sporting requirements at local, regional and higher levels.
- Possess a good understanding in the association constitution, rules and the duties its office holders and sub-committees
- Be unbiased and impartial on all issues and able to avoid deviation for the matter under discussion during varying types of meetings
- Has the ability to forward plan and lead the organisation to reaching its short- and long-term goals.
- Well-developed decision-making skills
- Receptive to change
- Communications and negotiating skills
- Be approachable
- Familiarity with Netball Australia, Netball Victoria, Club and affiliated Association/s Member Protection, Child Safety and Behaviour Codes, policies and procedures

Other Requirements

- Induction Training
- Working with Children Check