



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

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

Position Title:	Vice President		
Reports to:	Executive Committee	Direct Reports:	Committee
Employment Status:	Volunteer		
Time Commitment	Executive and Committee Meetings minimum once per month		
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

- Oversee all netball related matters across the Club
- Provide leadership to all coaches, players, support staff and volunteers
- Provide support to the President of the Club
- Provide support to the Committee members to ensure the efficient operation of the Association

Key Responsibilities

- Perform President's duties when President is unable
- Assist the President and perform other such duties as directed
- Facilitate planning
- Provide guidance and leadership
- Chair and manage meetings, including Annual General Meeting

- Monitor budgeting
- Represent the Club to the public
- Uphold Constitution, By-Laws, rules, policies and procedures of the Club
- Organise the selection, purchase and distribution of trophies each season

Knowledge, Skills & Abilities

- Commitment to the success of the Club, its membership and the sport of netball
- Familiarity with all Policies, Procedures, Bylaws, Member Protection, Child Safety and Behaviour Codes of the Club, affiliated Association/s, Netball Victoria and Netball Australia
- Understanding of association operations, rules, constitution etc.
- Solid communication skills
- Ability to manage people, lead meetings and delegate
- Experience in leadership and planning operations
- Ability to manage people and lead meetings
- Ability to lead by example
- Ability to engage, encourage and lift the level of service
- Dedicated association person
- Well-developed decision-making skills
- Ability to negotiate successfully between members and reconcile opposing views
- Can maintain confidentiality on relevant matters
- Ability to forward plan and lead the Club to reach its short- and long-term goals
- Be a positive role model and competent public speaker

Other Requirements

- Induction Training
- Working with Children Check