

# POSITION DESCRIPTION



*St Thomas Netball Club- Work Hard, Play Fair, Have Fun*

<b>Position Title:</b>  <b>Reports to:</b>  <b>Employment Status:</b>  <b>Time Commitment</b>  <b>St Thomas Netball Club</b>	<b>President</b>  Executive Committee  <b>Direct Reports:</b> Committee  Volunteer  Variable- may be up to 10 hours per month  STNC is a not for profit, member-based organisation. The committee is run by volunteers to ensure the ongoing support of the sport of netball in the Whitehorse community.  STNC moto is <i>Work Hard, Play Fair, Have Fun</i> . Our Values are Inclusivity, Teamwork, Respect & Development.
<b>Commitment to Child Safety</b>	We require all members above the age of 16 who coach, supervise or are part of the committee to have a valid WWC confirmed by the club. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at <a href="https://vic.netball.com.au/child-safety-netball">https://vic.netball.com.au/child-safety-netball</a>  At STNC we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.  <b>STNC Commitment to Safeguarding Children &amp; Young People</b> Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. STNC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.

## Primary Purpose of Position

- Ensure the organization 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 association/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.
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association
- 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
- Respond to member concerns/issues/complaints as required in consultation with committee members relevant to issue

#### Knowledge, Skills & Abilities

- 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 Association activities
- Aware of future direction and plans of Association 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
- Dedicated Association person

#### Other Requirements

- Induction Training - what training are we indicating?
- Police Check - is this required?
- Working with Children Check
- Other (please specify)