



Allstars Netball Club Inc.

E.G.W. Woods Sporting Field
Birkdale Road, Wellington Point Q 4160
Email: allstars.netball@outlook.com.au

Executive Management Committee Role Descriptions

PRESIDENT	
Objective	Lead the club through strong and effective leadership.
Responsibilities	<ul style="list-style-type: none">• Ensure the Club is run efficiently administratively, financially and socially to support all members and activities.• Provide support to the Committee members to ensure efficient operation of the Club.• Act as a Primary spokesperson on all governance and member representation• Manage/Chair monthly committee meetings and the Allstar Netball Club Annual General Meetings• Represent the Club at RNA meetings.• Report on overall activities to the membership at the Annual General Meetings and General Meetings.• Ensure that the planning and budgeting for the future is carried out in accordance with the wishes of members.• Plan and submit grant submissions.• Uphold Constitution, Policies, and Procedures
Other	<ul style="list-style-type: none">• Well informed of all Club activities.• Able to chair Committee meetings.• Be unbiased and impartial on all issues.• Be receptive to change.• Be approachable with high communication and negotiating skills.• Must have Working with Children (Blue Card).• Eligible for a National Criminal Police Check.• Registered member of Netball Queensland.



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VICE-PRESIDENT

Objective	Provide support to the President of the Allstars Netball Club.
Responsibilities	<ul style="list-style-type: none">• Perform Presidents duties when President is unable.• Provide support to the Committee members to ensure the efficient operation of the Club.• Facilitate planning and attend Committee Meetings.• Represent the Club at RNA meetings.• Provide guidance and leadership.• Liaise with all members and be their first point of contact.• Monitor budgeting with assistance with the Treasurer.• Represent the Allstars Netball Club to the public.
Other	<ul style="list-style-type: none">• Well informed of all Club activities.• Able to chair Committee meetings.• Be unbiased and impartial on all issues.• Be receptive to change.• Be approachable with high communication and negotiating skills.• Must have Working with Children (Blue Card).• Eligible for a National Criminal Police Check.• Registered member of Netball Queensland.

SECRETARY

Objective	Ensure that appropriate administrative support is provided to the President and the General Committee and sub committees.
Responsibilities	<ul style="list-style-type: none">• Provide secretarial support to the committee, including preparing agendas in consultation with the President.• Prepare minutes of all committee and General meetings of the Club. Distribute and retain for official record of the Club.• Maintain a complete copy of the Constitution, Policies and Procedures of the Club.• Maintain a complete record of all activities of the Club.• Manage incoming and outgoing correspondence.• Maintain administration records and Club OneDrive.• Coordinate meeting venues.
Other	<ul style="list-style-type: none">• Effective communicator and the ability to organise and delegate tasks.• Must have Working with Children (Blue Card).• Eligible for a National Criminal Police Check.• Registered member of Netball Queensland.



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TREASURER	
Objective	Provides management of the Allstars Netball Club and its financial dealings.
Responsibilities	<ul style="list-style-type: none"> • Prepare and monitor annual budget. • Be fully aware of the financial position of the Club and notify the Committee of all financial trends and any areas of concern. • Ensure financial and Treasurer reports are available and understood at all committee meetings. • Monitor money received is banked and documentation provided for all money paid out. • Track income and expenditure throughout the year. • Work with the Registrar to determine income (fees, uniforms etc). • Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions. • Ensure funds received from government and/or council grants are acquitted and submit necessary financial statements
Other	<ul style="list-style-type: none"> • Accounting and finance experience. • Ability to allocate time to ensure records and books are maintained. • Aware of information which is needed to be kept for annual audit. • Able to keep good records and manage financial records electronically. • Relevant tertiary qualifications in accounting/finance. • Must have Working with Children (Blue Card). • Eligible for a National Criminal Police Check. • Registered member of Netball Queensland.

REGISTRAR	
Objective	Effectively manage and administer the Clubs membership. This may include close liaison with Netball Queensland through their database system.
Responsibilities	<ul style="list-style-type: none"> • Develop proposal for membership fees and arrangements for the upcoming season for consideration by the Committee. • Ensure all membership fees are collected in a timely and efficient manner in conjunction with the Treasurer. • Process registrations as required by all members. • Provide the committee with recommendations for improvements to membership practices for consideration. • Provide all members details to the Secretary to maintain in the relevant database systems. • Implement Privacy Act regarding all membership information. • Maintain member details as required through the Netball Queensland system. • Where applicable manage all Policies and Procedures in relation to Registration and Fixtures.
Other	<ul style="list-style-type: none"> • Have good communication skills and be computer literate. • Well organised and able to work in an orderly manner. • Be ethical, honest and trustworthy. • Must have Working with Children (Blue Card). • Eligible for a National Criminal Police Check. • Registered member of Netball Queensland.