



LYSTERFIELD NETBALL CLUB

2023 COMMITTEE POSITION DESCRIPTIONS

The role of the committee is to meet on a regular basis to ensure the effective and efficient administration of the club for the term of office. The Executive Committee consists of the President, Secretary and Treasurer.

Each committee position will be elected at the Annual General Meeting for a term of one year. All positions are voluntary and require a current Working with Children's Check. Committee members are expected to attend between 4 to 6 meetings per year, as well as the AGM.

The role and responsibility of the following committee positions includes but is not limited to the duties listed below.

President: Responsible for leading and managing the administration of the club.

- Oversee the implementation of the constitution, ensure good governance practices and that all policies and procedures are maintained and adhered to
- Chair committee meetings
- Chair AGM
- Liaison with MDNA
- Oversee registrations
- Oversee club conduct and address high level issues/complaints with coaches, player or parents.
- Ensure that Committee members' responsibilities are communicated and followed through
- Understand the Association's bylaws, constitution and policies. Ensure LNC adheres as required.
- Ensure promotion of the LNC is conducted to enable development of the Club
- Financial and Banking Approvals
- Monitor the LNC President email account
- Source and appoint coaches to all teams at the start of each season and during the season as required
- Correspond with coaches as a group via Whats App or individually as required
- Manage any issues regarding coaches

Vice President: Responsible for assisting the President in leading and managing the administration of the club.

- Organise Events – Presentation night and other club social events
- Convene a fundraising sub-committee to organise and advertise fundraising events.
- Source and maintain sponsorships - liaise with current sponsors each year and source new sponsorship.
- Take place of President in President's absence
- Coordinate team selection committee
- Liaise with Communications Coordinator to update sponsorship logos/fundraising on the website
- Liaise with the Communications Coordinator to promote LNC via FB and Instagram
- Correspond with coaches as a group vis Whats App or individually as required

- Support coaches with understanding their role and responsibilities, resource materials, and practical Club training opportunities
- In consultation with Purchasing officer, ensure coaches have equipment before the season commences and ensure new coaches have a full training and game day kit

Secretary: Responsible for addressing all correspondence on behalf of the club.

- Main point of contact with Mountain District Netball Association (MDNA)
- Manages correspondence in/out
- Archiving of club information/records
- Collect mail from post box
- Maintain Working With Children's Check records
- Assist coaches with formal coaching accreditation through Netball Victoria (reimbursed by Club) and maintain records of qualifications.
- Plan Committee Meetings for the year with Committee members – arrange venues
- Prepare and distribute agenda and supporting documentation for all Committee meetings
- Prepare minutes for all Committee meetings
- Submits paperwork to Consumer Affairs Victoria to ensure LNC meets governance requirements
- Manage Club agreements with Lysterfield Primary School (including insurance requirements) and MDNA
- Coordinate Club photos each year
- Coordinate team training schedule at LPS
- Source suitable grant opportunities and arrange submission with assistance from other committee members. Adhere to post award obligations of funders

Treasurer: Responsible for managing all monetary transactions and financial records for the club.

- Prepare an annual budget for the Club based on estimated income and expenses for the year
- Prepare a budget for events throughout the year and advise on expense allocations
- Manage payment of all expenses and reimbursements
- Reconcile all bank transactions using Accounting Software
- Process registration/uniform and off field merchandise receipts from Netball Connect
- Liaise with Registrations Officer to ensure all outstanding fees are paid
- Prepare a financial report for each committee meeting including outstanding fees or payments/annual budget for setting of player registration fees
- Prepare annual accounts for September 30 year end to present to Hayes Girling for annual audit prior to November AGM
- Prepare a financial report for the AGM

Registration Officer: Responsible for managing the registration of players, coaches and committee members for the club.

- Manage player and coach registrations via the Netball Connect platform
- Prepare preliminary player data (age group, experience, etc) to assist Team Selection Committee to place players in correct age groups and teams
- Ensure team selections by Team Selection Committee comply with MDNA bylaws
- Register teams into grades as directed by Team Selection Committee
- Prepare correspondence to players regarding registration
- Respond to new registration queries
- Send registration reports to the treasurer to reconcile payments into the bank account
- Prepare the LNC registration spreadsheet and upload to Dropbox – update regularly
- Monitor the enquires@lysterfieldnetball.com.au email address

Club Liaison Officer: Act as the contact between the Club and members on all areas of the Club

- Respond to parents re team allocation queries
- Advocate for coaches when issues arise with parents and/or players
- Monitor President email account and respond to questions from members – alert President to high level issues that require his/her attention
- Provide information to members about Club processes and expectations
- At the beginning of Winter and Spring season assist the Registration Officer with registration administration including Netball Connect and MDNA liaison

Purchasing Officer: Responsible for managing the purchase of equipment for the club.

- Complete stocktake as required and upload to Drop box.
- Purchasing of team balls, bags, training equipment, rule books and game day bags – as directed by the Vice President following consultation with coaches.
- Ensure all coaches have full game day and training kits at the start of the season
- Ensure essential items available at all times – such as balls.
- Coordinate raffle prize hampers for Presentation Night

Merchandising Officer: Responsible for managing the purchase of merchandise for the club.

- Order uniforms, hoodies, merchandise and bibs as required.
- Communicate with parents submitting orders through Netball Connect to ascertain correct sizing and delivery.
- Communicate with suppliers to ensure orders are processed and delivered in a timely manner
- Liaise with Communications Coordinator re open orders and cut off dates
- Liaise with Registrations Officer and Treasurer of stock control

Communications Coordinator:

Responsible for managing the website for the Club

- Update the club website with relevant information as required or requested by other committee members
- Ensure information is current and complies with Child Safety Standards
- Update photos as necessary

Responsible for managing the social media for the Club

- Build LNC's audience on social media and the sense of belonging between LNC, it's members and followers.
- Actively update the club's different social media platforms throughout the week (updating followers on activities, results, achievements, milestones etc)
- Promote club's key activities and events throughout the year
- Promote sponsors
- Monitor comments via social media and remove any offensive materials
- Collaborate with all teams of the club to ensure their message and stories are being continually promoted and communicated.

General Committee Member: Responsible for assisting Lysterfield Netball Club and Committee in general activities as required.

Team Selection Committee: Responsible for selecting and grading players into teams for the club
(convened by the Vice President)

- TSC includes the President*, Vice President*, Club Liaison Officer*, 2 LNC coaches (from different age group to that being selected) and 2 external club members with relevant netball expertise.
**current coaches of age group being selected will be replaced with other committee members if required*
- To select and grade all players into teams before the start of each season based on experience, confidence and skills.
- Meet with coaches to finalise teams – taking into consideration, where possible, friendship groups, social conflicts, etc
- Nominate appropriate sections for teams when registering teams with MDNA
- Convenor to book courts through Knox Netball Complex or Lysterfield Primary School and arrange times for grading activities. Convenor to reach out to external team selectors.

Graders – Assist the club in having teams placed into the correct MDNA division

Any committee member can volunteer to be involved in the Grading committee of MDNA at the start of each season.

This requires attendance at a grading meeting (1 night at MDNA) at start of Winter & Spring seasons then monitoring of the first 1-3 games of the season to finalise grades with the grading subcommittee.

Upon attendance at the meeting MDNA will ask which age group you would like to be involved with – Mods & 11U, 13U, 15U, 18U, Open and A Grade. Only one member from LNC can sit on each of these grading groups.