

# LYMINGTON NETBALL CLUB



## JOB DESCRIPTIONS

### **Chairperson**

The Chairperson shall be elected annually at the AGM and shall:

- Chair all committee meetings.
- Be responsible for guiding the work of the Committee in formulating policy and managing the affairs of the Club.
- Receive and disseminate information received from England Netball, England Netball South Region and other organisations.
- Attend any meeting that is beneficial to Hampshire Netball Association as and when necessary with any organisation.
- Liase with Committee to ensure delivery of the Club Action Plan.

### **Vice Chairperson**

The Vice Chairperson shall be elected annually at an AGM and shall:

- Support the Chairperson and stand in for the chairperson when required.
- Take the chair at a committee meeting when the chairperson is unable to attend.
- Stand in for the Chairperson when necessary.
- Attend committee meetings

## **Secretary**

The Secretary shall be elected annually at an AGM and shall:

- Be directly responsible to the Chairperson for the organisation and implementation of the work of the Club in accordance with decisions reached by the committee.
- Ensure that the minutes of the AGM and minutes of Committee meetings are typed and circulated as required.
- Ensure that the Notice of Meetings is circulated as appropriate.
- Liaise with the Chairperson to prepare an agenda for the AGM, committee meetings and any other meeting scheduled.
- Receive and disseminate all correspondence regarding leagues and tournaments and be responsible for entries and circulation of fixtures as necessary.
- Liaise with coaches about arrangements for training sessions including booking venues.
- Ensure addressed correspondence is forwarded to the appropriate personnel. To read all correspondence, discuss with appropriate committee member and reply accordingly.
- Maintain and update a contact list.
- Ensure members are affiliated to England Netball by using the online affiliation system.
- Attend committee meetings.

## **Treasurer**

The treasurer shall be elected at an AGM and shall:

- Be responsible for the Club bank account and account for the management of Club financial matters.
- Keep detailed records of all income and expenditure.
- Reimburse expenses as appropriate providing supporting documents.
- To be responsible for writing of cheques to pay expenditures
- To recommend action on all financial matters
- To present written financial reports at all meetings.
- To be responsible for the finalisation and presentation of the annual accounts at the AGM.
- Recommend to the committee the name of suitable qualified accountants to be appointed auditors of the Club.
- In association with other Officers, prepare a budget for the forthcoming season each year.
- To bank all monies in the Club account.
- Attend committee meetings.

## **Welfare Officer**

The Welfare Officer shall be elected at an AGM and shall:

- Coordinate CRB checks.
- Raise awareness of forthcoming Duty of Care courses.
- Act as a point of call for any concerns/ queries regarding welfare issues.
- Attend committee meetings.

## **Coaching Secretary**

The Coaching Secretary shall be elected annually at an AGM and shall:

- Provide coaching resources and plans to Club coaches as required.
- Receive all correspondence relating to coaching and to disperse the same information accordingly.
- Ensure that potential coaches are tracked and encouraged to attend relevant coaching courses.
- Be responsible for advising coaches of all the courses/workshops/forums taking place within the County/Region.
- Collect monies from all participants attending courses and advise of any relevant grant applications.
- Keep a record of all qualified coaches within the Club.
- Provide an annual report at the AGM and other meetings as required.
- Attend committee meetings.

## **Umpiring Secretary**

The Umpiring Secretary shall be elected annually at an AGM and shall:

- Ensure Club umpiring commitments are covered including ensuring payment of fees due in association with the Treasurer.
- Encourage a mentoring system for umpires within the club and the wider county/region.
- Receive all correspondence relating to umpiring and to disperse the same information accordingly.
- Be responsible for advising umpires of all the courses/workshops/forums taking place within the County/Region.
- Keep a record of all qualified umpires within the Club.
- Provide an annual report at the AGM and other meetings as required.
- Provide Treasurer with claim forms to be paid
- Attend committee meetings.

## **Schools/Club Links Secretary**

The Schools secretary shall be elected at an AGM and shall:

- Provide a link between feeder Schools and the committee.
- To receive and disseminate any relevant information.
- Provide an annual report at the AGM and other meetings as required.
- Encourage players from feeder and local schools towards the Club.
- Attend committee meetings.

## **Website Editor**

The website editor shall be elected at an AGM and shall:

- Maintain the Club website.
- Liaise with the committee to obtain information for the site.
- Update the site as necessary.
- Promote website content.
- Act as a point of contact for any queries that arise.
- Attend committee meetings.

## **Publicity Officer**

The Publicity Officer shall be elected at an AGM and shall:

- Raise the profile of the Club.
- Prepare press releases as necessary.
- Obtain reports for major achievement and send to the media.
- Build a portfolio of achievement.
- Attend committee meetings.

## **General Committee Members**

Committee members shall be elected at the A.G.M. and shall:

- Act as a point of contact for all members.
- Assist the Club in any planning/events.
- Attend committee meetings.