



*“Working together, towards success”*

## Job Specifications

GNC Committee

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President  
(Management Committee Member)

Role Specification

Role Specifics:

- Preside as Chairperson at all meetings of GNC.
- Ensure the minutes of each meeting are correct and confirmed.
- Ensure the GNC operations meet GSNA and other regulatory bodies' requirements.
- Facilitate the implementation of a management plan each season to ensure that responsibilities and actions required by Committee Members to facilitate GNC management are delegated and ensure that these actions are appropriately carried out.
- Act as an independent facilitator in any matters where the Management Committee must vote on an issue related to the rules, policies and constitution of the GNC.
- Form part of the Management Committee.
- Any other duties as required by the Committee.
- Participate in decision making of the Management Committee.

Vice President  
(Management Committee Member)

Role Specification

Role Specifics:

- Assist the President in the performance of his her duties.
- Act as President during the absence of the President.
- Coordinate a volunteer register and arrange sub committees to support fundraising/social events.
- Support in the development of club policies and procedures.
- Marketing and Communication
- Participate in decision making of the Management Committee.
- Act as part of the Management Committee.

# Secretary

## (Management Committee Member)

### Role Specification

#### Role Specifics:

- Attend to all clerical work of the GNC, assisted by persons that the GNC Management Committee may appoint.
- Call all meetings and prepare agendas in consultation with the President and send to Committee members.
- Be responsible for all correspondence of the GNC.
- Support the Recording Secretary with the preparation of score sheets, team reports and voting papers for home games to assist coaches.
- Assist with information of match results on home games to the GSNA
- Assist with GNC Communications to members.
- Prepare minutes and keep accurate records of Club business.
- Assist with the count and preparation of trophies for GNC best and fairest and other trophies.
- Support with fundraising documentation and club member documentation.
- Participate in decision making of the Management Committee.

# Recording Secretary

## (Management Committee Member)

### Role Specification

- Administer the My Netball System to record all club members, manage team reports, registrations and team changes.
- Communicate with the GSNA Secretary on any team changes.
- Print score cards for each home game for the Coach Coordinator.
- Record all score and player details to the My Netball System on home games.
- Maintain a register of player game numbers for recognition of player milestones for the GNC.
- Support the GNC Secretary as required.

# Treasurer

## (Management Committee Member)

### Role Specification

#### Role Specifics:

- Be responsible for the receipt of all money due to GNC.
- Ensure that adequate floats are kept for Canteen BBQ and registration.
- Arrange eftpos facilities via Goolwa and Districts Community Bank for registration day.
- Deposit money to GNC bank accounts.
- Be responsible for the payment of all accounts via cheque or direct deposit, with secondary signatory of another appointed Committee Member.
- Ensure all transactions are recorded appropriately.
- Keep proper records and accounts.
- Submit to the GNC Committee each meeting a statement of amount held by GNC accounts and report large expenditure.
- Close and Balance the books from 30<sup>th</sup> September to 30<sup>th</sup> September each financial year.
- Attend to the insurance of GNC.
- Advise GNC Committee on any unaccounted expenditure.
- Advise GNC Committee on any recommendations to improve efficiency of GNC accounting systems.
- Participate in decision making of the Management Committee.
- Act as a part of the GNC Management Committee.

A float of \$450 is required in cash for Registration day.

Donations to building fund, uniforms, fees, raffle, canteen and bbq are all banked separately.

The Treasurer holds a float of \$200 for the season.

The Canteen float is \$350, canteen and bbq takings are counted by the canteen manager or another Committee member and then counted by the treasurer and banked. The bbq float is \$100. Reimbursements must be approved and paid via cheque or direct debit.

The treasurer is responsible for any cards related to accounts ie Foodland.

**GSNA Representative**  
**(Management Committee Member)**  
**Role Specification**

**Role Specifics:**

- Represent the GNC at GSNA meetings.
- Promote the interests of the GNC at GSNA meetings.
- Keep the GNC Committee informed of all relevant business of the GSNA.
- Any other duties as specified by the GNC Committee.
- Act as part of the GSNA Management Committee on GNC business.



**Oval Grounds Representative**  
**(Management Committee Member)**  
**Role Specification**

**Role Specifics:**

- Represent the GNC at all Oval Grounds recreation Meetings. Where the appointed person cannot attend a meeting, he/she should advise the President or Secretary so that someone else can attend on their behalf.
- Promote the interests of the GNC at the Oval Grounds Committee meetings, including submissions of quotes for work required to GNC buildings, requests for permission for work to be carried out.
- Report to the GNC on any relevant matters relating to the Oval Grounds Committee.
- Act as part of the GNC Management Committee on any GNC management decisions.

# Sponsorship/Fundraising Coordinator

## (Consultative committee member)

### Role Specification

#### Role Specifics:

- Develop Sponsorship package and secure sponsorship arrangements.
- Ensure that Sponsors are rewarded and recognised for their contributions.
- Maintain a list of Sponsors and arrange for receipts of sponsorship money via the Treasurer.
- Ensure that sponsors are communicated with on a regular basis about achievements in the club, particularly in relation to team sponsorship.
- Actively encourage team and other club members to acknowledge sponsors wherever possible.
- Develop an action plan for sponsorship and fundraising events, including a timeline.
- Coordinate all raffles and fundraising events.
- Advise the GNC Committee of any expenditure related to Sponsorship or Fundraising.
- Apply for grants and arrange grant acquittals in conjunction with the Treasurer.
- Other duties as required.

**Social Coordinator**  
**(Consultative committee member)**  
**Role Specification**

**Role Specifics:**

- Create and coordinate a working party to support with the preparation and running of social events for both Junior and Senior players.
- Liaise with the Vice president and sponsorship fundraising committee member on any events that are both social and fundraising.
- Advise the GNC Committee of any costs associated with social events.
- Develop a plan and timeline for social activities for GNC members that builds Club spirit and enhances opportunities for GNC members to participate in the Community to be incorporated in the GNC annual Calendar of Events.
- Ensure support from the social working party for major GNC Events such as Preseason Launch, Junior and Senior presentation nights and Sponsorship events.
- Report back to the GNC Committee on the work of the Social Committee or arrange presence at GNC Committee of representative to report on Social activities.

**Junior/Senior Player Advocate**  
**(Consultative committee member)**

**Role Specification**

**Role Specifics:**

- The Junior/Senior Player Representative will act as an independent representative for any player, who having followed appropriate grievance procedures requires further assistance to resolve an issue.
- The Junior/Senior Player Representative will bring the issue to the attention of the Management Committee as soon as possible so that a meeting can be held to resolve the issue.
- The Junior/Senior Player Representative will bring to the attention of the Management Committee; any issues related to bullying, harassment or discrimination as a matter of urgency and will report matters of bad sportsmanship or disrespect of other club members.
- The Junior/Senior Player Representative will maintain strict confidentiality around any issues that are reported to them.

# Coaches Coordinator

## (Consultative committee role)

### Role Specification

#### Role Specifics:

- Assist the GNC Committee with recruitment and selection of Coaches.
- Assist the management committee in establishing an induction program and development program for coaches with the aim of getting coaches accredited.
- Appoint a junior and senior coach rep to assist with coordination of coaching activities. Ensure that Junior and Senior coach reps build strong partnerships to support development of the club.
- Facilitate the development of junior players with potential to fill in or support senior players.
- Coordinate coaches meetings pre and through the season to ensure communication and support to all coaches. Meeting should provide coaches with opportunity to do Match review and raise any issues. Coaches Coordinator to report back any relevant issues to the GNC Committee.
- Support coaches to follow GNC and GSNA policy and procedure ie. principles regarding B and F voting, coaching of own children, fill in/standby principles, grievance procedures etc.
- Review equipment needs and advise GNC Committee.
- Provide Coaches with information on game times, locations.
- Ensure coach's handbooks are updated and coach's bags are refilled at the start of each season.
- Ensure that all Coach folders for home game matches are prepared with score card, voting slips and any club information.
- Ensure that Coaches work together in regards to coordinating fill in players where required so as to have an organised approach that supports player development and opportunity.
- To work with Coaches to assist them with any player concerns, i.e. attitude, skills so that player issues can be resolved quickly and in a supportive manner.
- To coordinate Coaching workshops pre and through the season.
- To develop GNC drills, training techniques, workshops for players. Ensure that these techniques are used by coaches at all levels and are part of core training.
- Coordinate outside assistance for player development workshops via Netball SA.
- Develop a buddy system/mentoring program for junior players from senior players.

# Umpire Coordinator

## (Consultative committee role)

### Role Specification

#### Role Specifics:

- Assist the GNC Committee with recruitment and placement according to grading of Umpires.
- Coordinate the Umpire roster for Goolwa Umpires at matches.
- Assist with advice to the GNC Committee on resource requirements for Umpires.
- Meet with Umpires to assess training needs, and prepare umpires for grading.
- Ensure that GNC umpires present a uniform interpretation of the rules through the S.A.N.A to meet GSNA requirements.
- Support the Coach Coordinator roles with advice to Coaches and players at training sessions as required.
- Develop a mentoring/buddy system amongst GSNA Umpires to ensure transfer of experience and knowledge to less experienced Umpires.
- Advise GNC Umpires of appropriate training clinics.
- Other duties as specified by the GSNA Committee.

**Public Officer**  
**(Consultative committee member)**  
**Role Specification**

**Role Specifics:**

- The Public Officer is responsible for interactions with external bodies where the GNC has breached rules, regulations or laws.
- Will support the Management Committee to deal with any external audits or investigations related to the way the Committee have conducted management of the GNC.
- May be appointed to deal with external bodies where the GNC management Committee has been found to fail in its legal and fiscal responsibilities.
- Will be the Clubs representative for Consumer and Business Services South Australia.

# Child Safety Officers

## Role Specification

### Role Specifics:

- The Child Safety Officer is an appropriately trained member of the GNC who can provide advice and representation of Child Safety issues to the GNC.
- Appointment of at least 2 Child Safety Officers is required under Child Safety Compliance Standards.
- The Child Safety Officer is required to report any issues related to the physical, mental or emotional wellbeing of any person under 18 at the GNC according to mandatory reporting laws and is appointed by the GNC Committee to ensure that Child Safety Compliance is at high standards.



## Patron

(Consultative committee member)

### Role Specification

#### Role Specifics:

- The Club Patron will be responsible for supporting club members as an independent adviser where grievance issues have not been able to be resolved.
- Advocate on behalf of the best interests of the club and its members.

**Property Officer**  
**(Consultative committee member)**  
**Role Specification**

**Role Specifics:**

- Develop a register of GNC property/resources.
- Audit first aid kits and advise GNC Committee of requirements.
- Ensure appropriate signage on GNC resources i.e. bins safety warnings etc.
- Advise GNC Committee of any building repairs or resource requirements relating to property and obtain quotes for work to be done.
- Develop a register of keys/locks for GNC.
- Report any misuse of property/resources to the GNC Committee.
- Other duties as required by the GNC Committee.