St Peters Netball Club

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Committee Overview

2013 Committee

MANAGEMENT POSITIONS

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<th>POSITION HELD</th>
<th>NAME</th>
<th>PHONE</th>
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<td>President</td>
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Sub Committees

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St Peters Netball Club

President Role

Name: Margaret Forster (2012)  Phone: 
Email: 

Description

The President’s role consists of the following duties...

• be well informed of all club activities
• be aware of the future directions and plans of club and club members
• have a good working knowledge of the club handbook, club rules and the duties of committee members
• attend monthly meetings
• manage committee and/or executive meetings
• manage the club annual general meeting
• represent the club at all relevant associations
• be the supportive leader for all club members & sub committees
• act as a facilitator for club activities
• ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members
• to present the Annual Report at the Annual General Meeting
• arrange trophies for end of year breakup
• to be the signatory on club cheques (with at least one other)

Notes....

It is essential to be available to listen and give advice regarding all concerns and issues. This person needs to be someone who has good people skills and an interest in all aspects of the workings of the club.
St Peters Netball Club

Vice President Role

Name: Lisa Hayward (2012)  Phone: 
Email: 

Description

• to support the President and fill in if President is unavailable
• be well informed of all club activities & familiar with President’s role
• attend monthly meetings
• chair meetings when President absent
• may be the signatory on club cheques (with at least one other)
• be supportive of all club members & sub committees
• have a good working knowledge of the club handbook, club rules and the duties of committee members

Notes....

As with the President’s role, it is essential to be available to listen and give advice regarding all concerns and issues. This person needs to be someone who has good people skills and an interest in all aspects of the workings of the club.
St Peters Netball Club

Treasurer Role

Name :  Letitia Elliot (2012)  Phone :
Email :

Description

• issuing receipts and promptly depositing all monies received
• making all payments on a timely basis and keeping accurate up to date records of income and expenditure
• to be the signatory on club cheques (with at least one other)
• to invoice groups or members for fees, uniforms, costs etc and ensure that all dues are collected in time
• being fully informed about the financial position of the club at all times
• to prepare budgets for the forthcoming year describing potential sources of income and expenditure
• to present a breakdown of income and expenditure to the management committee on a regular basis
• preparing and presenting a full set of financial statements for the AGM
• attend monthly meetings
• be supportive of all club members & sub committees

Notes....

Interest in financials and some basic bookkeeping/spreadsheet abilities.
St Peters Netball Club

Secretary Role

Name: Shayne Messer (2012)  Phone: 
Email: 

Description

- To nominate team/s for carnivals when required
- To send reminders to members in regards to upcoming carnivals and nomination details
- To call meetings of the Club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the Management Committee of the Club
- To keep Minutes of each meeting
- To attend monthly meetings
- To keep copies of all correspondence and other documents relating to the club
- To be supportive of all club members & sub committees
- To send emails out to members keeping them up to date with communications

Notes....

This active role requires a number of hours per week.
St Peters Netball Club

Umpire Sub Committee

Name: Lisa Hayward (2012)  Phone:
Email:

Description

- Liaise with UPNA umpire convener to ensure we are providing sufficient umpires for our fixtures each week
- Ensure umpires that we have engaged are paid each week
- Co-ordinate and correspond with St Peters Netball Club umpires to ensure they are informed of their umpiring duties on a weekly basis
- Attend monthly meetings (as required)
- Responsible for co-ordination of recruitment and ongoing development of the SP umpires, including facilitating training and assessment

Notes....

This sub-committee could be split into training/recruitment of trainee umpires and weekly fixture co-ordination (approximately 1 hour a week during fixture season).
St Peters Netball Club

Equipment/Uniform Sub Committee

Margaret Forster/Lisa
Name: Hayward (2012) Phone: ______________________________
Email: _______________________________________________________

Description

- Organise distribution of equipment to coaches before the season commences
- Ensure the equipment bags and first aid kits are kept fully stocked
- Attend meeting/s prior to season commencement
- Source uniform items and prices as needed
- Distribute uniform items as needed
- Take orders and organise new uniforms for the start of the season
- Co-ordinate 2nd hand uniform register for members
- Liaise with treasurer with regards to collection of money and distribution of uniforms

Notes....

The majority of the workload is early in the season, during recruitment and grading fixtures. This sub-committee can be split into new uniforms, 2nd hand uniforms and equipment.
St Peters Netball Club

UPNA Sub Committee

Name: Helen Bailey (2012)  Phone: 
Email: 

Description

- Represent St Peter’s Netball Club at Underwood Park Netball Association’s meetings and AGM
- Have a knowledge of how our club operates and what our clubs values are so representation of our club is in line with our members wishes
- Attend monthly meetings (as needed – particularly following UPNA meetings to offer feedback/reports from UPNA)
- A strong understanding of netball and association procedures.

Notes....

Minimal meetings (usually 2-3 + AGM).
St Peters Netball Club

Special Events/Fundraising Sub Committee

Name : Shayne Messer (2012) Phone :
Email :

Description

• Co-ordinate roster setup/cleanup/canteen days
• Co-ordinate fundraising day/cake stall
• Be available on the above-mentioned days for queries/concerns etc
• Oversee operations on the various days
• Attend monthly meetings (if needed – particularly in lead up to stalls & canteen days)
• Liaise with the management committee regarding the end of year “Trophy Day”
• Liaise with the committee

Notes....

Multiple people could take on responsibilities so that the workload is spread.
Media & Recruitment Sub Committee

Name: Shayne Messer (2012) Phone: 
Email: 

Description

- Liaise with the Management Committee to co-ordinate recruitment drive
- Organise flyers for schools/students
- Distribute flyers to feeder schools
- Liaise with feeder schools about publishing ads in their newsletters and website
- Organise recruitment events (such as “Bring a Friend Day”)
- Organise school assembly and class presentations (at St Peter’s)
- Work with St Peter’s school to encourage netball participation – beginning of year
- Develop new recruitment strategies
- Keep website up to date with latest information for members to access
- Take team photos
- Organise teams to have their photos taken when they are not playing
- Have team photos printed ready for trophy day/breakup day

Notes....

Can be split into many roles to lighten the load. Workload for recruitment late in season and in lead up to new season.