

WEST COASTERS NETBALL CLUB KINGSWAY (INC)

2024 EXECUTIVE COMMITTEE JOB DESCRIPTIONS

Below is a brief overview of the responsibilities of the executive committee positions. If you wish to obtain further details of a position, please email enquiries@westcoasterskingsway.com

President is required to preside at all Club Committee meetings and shall represent the club whenever possible or delegate such duties to other members of the executive committee.

Vice President shall in the absence of the President, preside at committee meetings, attend to other duties as directed by the president and required to attend committee meetings. Will be responsible for monitoring and updating the working with children check register and any compliance matters arising on an ad-hoc basis.

Treasurer is responsible for managing all finances of West Coasters Netball Club Kingsway (Inc). including formulating budgets, payment of club expenses, overseeing the online Playhq registration process and required to attend committee meetings.

Secretary is responsible for the organisation of the club's correspondence, replying to all emails received by the club email address, newsletters and liaising with WDNA if needed and required to attend committee meetings.

Uniforms Co-ordinator is responsible for co-ordinating with the club's uniform supplier in relation to members placing uniform orders and required to attend committee meetings.

Umpire Co-ordinator is responsible for allocating umpires to all Club teams, further developing umpires, WDNA umpiring liaison, co-ordinate umpires for trials and required to attend committee meetings.

Equipment Co-ordinator is responsible for ordering equipment as required, liaise with equipment providers, re-stock coach's first aid/equipment throughout season and required to attend committee meetings.

Marketing/Communication Co-ordinator is responsible in organizing promotional material for club including emailing members all club information, running social media accounts and required to attend committee meetings.

Events/Sponsorship Co-ordinator is responsible for co-ordinating social events for the Club for the season including all season end trophy function and required to attend committee meetings.

Development Co-ordinator is required to have minimum coaching accreditation level of development. The co-ordinator will be responsible for liaising with mentor coaches and coaching staff, organising and overseeing club development program in conjunction with a sub-committee to be formed each year to facilitate the coaching and player development programs for the club. They will also organise coaching meetings and are required to attend committee meetings.

Website Administrator is responsible for administering and maintaining the website for the club, all IT requirements, email monitoring and required to attend committee meetings.

General committee person (2 persons only) appointed to assist where required as directed by the committee and required to attend committee meetings. eg: Trophy co-ordinator, Spring co-ordinator

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NOMINATION FORM FOR COMMITTEE POSITIONS 2024

Nomination forms must be received no later than Sunday 7th January 2024 by 5pm.

Nomination forms must be submitted to:

enquiries@westcoasterskingsway.com

- Nominees must be a minimum age of 18
- The prior consent of any nominee is necessary
- Should insufficient nominations be received vacant positions will be called for from the floor during the AGM or co-opted at a later date.

Position nominating for: _____

Name of nominee: _____

Nominee email address: _____

Nominee phone number: _____

Signature of nominee: _____

Nominated by: _____ (print name)

Seconded by: _____ (print name)

Committee eligibility requirements:

Please indicate your response to the questions below which are prescribed in the Associations Incorporations Act 2015 about a person being excluded from being on the committee without special approval from the Commissioner for Consumer Protection if they:

- are bankrupt or their affairs are under insolvency laws; YES/NO
- have been convicted of an indictable offence in relation to the formation or management of a body corporate in the last five years; YES/NO
- have been convicted of an offence involving fraud or dishonesty punishable by at least three months imprisonment in the last five years; or YES/NO
- have been convicted of an offence under section 127 of the Act, where a person has allowed an association to operate while insolvent in the last five years. YES/NO