



# Engadine Eagles Netball Club Inc.

## COMMITTEE POSITIONS – JOB DESCRIPTIONS

President - Be the Chairperson, when available, at all meetings and shall conduct meetings in accordance with the rules of EENC Inc. The President shall oversee club affairs including providing assistance and guidance, where required, to all Office Bearers and sub-committees in the performance of their duties. Prepare an Annual Report to be presented at the Annual General Meeting. The president will also be responsible for the coordination of sponsorship. The President shall be a delegate of EENC Inc to the SSNA

Secretary– Conduct all correspondence and general business of EENC Inc. Be responsible for writing and posting of all notices. Details of business to be transacted at the meeting and must appear on all notices. Prepare a General Report of all activities of the Club throughout the season for presentation at the Annual General Meeting. Assist the president with sponsorship. May be a delegate of EENC Inc to the SSNA.

Treasurer – Keep records, which show the financial position of the Club. Keep and send accounts and receipts for all monies received within one (1) month. Submit a financial statement to be read and inspected at regular meetings of the Club. A record of the assets and liabilities of the EENC Inc shall be available for inspection at such meetings. Ensure that all EENC club monies owed are paid in a timely manner. Be responsible for recording and banking all funds that may be established by the EENC Inc. Prepare a Balance Sheet and Income and Expenditure statement with one year comparative data at the Annual General Meeting. Additionally such financial statements shall have been audited every even numbered year by an auditor qualified for this purpose for presentation at the even numbered year Annual General Meeting.

Umpires Convener – The Umpires' Convener shall be a qualified umpire if at all possible. Prepare an Annual Report to be presented at the Annual General Meeting. Be responsible for carrying out the duties assigned to the Club by the Umpires' Convener of the SSNA. Shall foster the growth and raise the standard of the umpires within the Club and provide for umpiring of assigned matches. Shall arrange for any Theory and Practical Examinations of Club Umpires in accordance with rules of Netball Australia, Netball NSW and SSNA and keep a permanent record of all results of such examinations. Shall attend all SSNA Umpires' Meetings on behalf of the Club. Shall report all alterations and interpretations by Netball Australia, Netball NSW and SSNA back to Club umpires in order that they are kept informed of latest umpiring rulings.

Assistant Umpires Convener – Assist the Umpires Convener as above.

Coaching Co-ordinator – To advise in any possible way the techniques of netball when required. To allocate coaches and assistant coaches to teams and bring back to grading Committee for ratification. Prepare an Annual Report to be presented at the Annual General Meeting.

Assistant Coaching Co-ordinator – Assist the Coaching Co-ordinator as above.

NetSetGO, Junior & Senior Registrars – Be responsible for all registrations of members of the Club and maintain associated records.

Property Officer – Shall be responsible for the purchase, maintenance and distribution of Club Property including kitbags and training equipment. Keeps a record of all property handed out to teams and keeps the same in good order and condition.

Uniform Officer – Shall be responsible for the purchase and sale of all uniforms as well as club approved merchandise for sale.

Publicity Officer – Shall conduct any publicity, which may be required on behalf of the Club. Shall maintain and update the Club Website, Facebook and Instagram.

Member Protection Information Officer (MPIO) – Shall be responsible for ensuring that all coaches and managers have a Working With Children Check (WWCC) and that club records are maintained.

General Committee Positions (up to 5) – Shall undertake a variety of roles, as and when required. These may include organising sponsorship, team photos, annual presentations, social events, assisting fellow Committee Members or any other functions / duties approved by the Executive.