



# COMMITTEE ROLES & RESPONSIBILITIES

**The Hillians Netball Club Inc Committee is a group of members elected in accordance with the Club's Constitution to manage and govern the Club on behalf of its members. The Committee is responsible for strategic planning and for implementing measures that support the long-term sustainability of Hillians Netball Club Inc.**

**This document outlines the roles and responsibilities of the Hillians Netball Club Inc Committee and provides descriptions of each committee position.**

**The Committee is made up of dedicated volunteers who give their time and effort to ensure that all members can participate in netball and enjoy being part of a positive, well-run club.**

## COMMITTEE

The Committee operates as a team, drawing on the skills and talents of each member and working towards shared goals to ensure the success of Hillians Netball Club Inc. Effective Committee members should demonstrate:

- A strong commitment to Hillians Netball Club Inc and sufficient time to fulfil Committee duties;
- An understanding of the role of the Committee and their individual responsibilities;
- Compliance with the Club's Constitution, purpose, policies, and procedures;
- Oversight of the Club's financial affairs to ensure ongoing solvency;
- Leadership in creating a positive club culture and ensuring expectations are met;
- Support for the sporting, competitive, and social needs of members;
- Development and implementation of a succession plan for all club roles to ensure future volunteers are identified, trained, and supported; and
- Regular and effective communication with club members.

Committee members are expected to fulfil their responsibilities between meetings and have the authority to take all necessary actions within their allocated roles, as approved by the Hillians Netball Club Inc Committee. All members share collective responsibility and ownership of Committee decisions, regardless of individual views or votes.

Under WA State Government Legislation all Executive, Non-Executive and General Committee Members must:

- Be 18 years of age, (15 years and older for Junior Sub Committee);
- Not have had any convictions resulting in fraud, dishonesty, or bankruptcy and
- Not have had any indictable offences.





# COMMITTEE ROLES & RESPONSIBILITIES

## OFFICE BEARERS:

President

Vice President

Secretary

Treasurer

## PRESIDENTS ROLE

The President provides principal leadership for Hillians Netball Club Inc and its Committee and Members. The President is part of the Executive Committee, along with the Vice President, Secretary, Registrar, and Treasurer.

The President is elected by the Club's members and is responsible for representing their views and leading the overall direction of the Club.

### Key Responsibilities:

- Provide leadership and direction to the Committee,
- Work with the Committee to ensure the effective operation of the Club,
- Be well informed of all Club activities and act as a facilitator for Club business,
- Maintain a strong working knowledge of the Club's Constitution and the roles of all office bearers and sub-committees,
- Chair Committee, Executive, and Annual General Meetings,
- Represent Hillians Netball Club Inc at Kalamunda & Districts Netball Association (KDNA) meetings.

## VICE PRESIDENTS ROLE

The Vice President works closely with and supports the President and assumes the President's duties when the President is unavailable, in accordance with the Club's rules. This role is ideal for anyone interested in progressing to the position of President, as it provides hands-on experience in club leadership and governance.

### Key Responsibilities:

- Support the President in leadership and governance duties,
- Assist in setting agendas for Committee and General Meetings, including the Annual General Meeting,
- In the absence of the President:
  - Chair Committee and Annual General Meetings,
  - Act as a spokesperson for the Club at local and regional events, as required,
  - Fulfil all responsibilities of the President.





# COMMITTEE ROLES & RESPONSIBILITIES

## TREASURERS ROLE

The Treasurer manages the financial affairs of Hillians Netball Club Inc, ensuring all revenues are collected, obligations are met, and the Committee is informed of the Club's financial position.

Key Responsibilities:

- Maintain up-to-date financial records,
- Prepare and present detailed financial reports at Committee meetings,
- Produce the annual financial report for the Club,
- Manage accounts payable and receivable, including following up on unpaid registrations and uniforms,
- Serve as a signatory on club cheques or EFT payments with at least one other authorised person,
- Present a statement of revenue and expenses to the Annual General Meeting

## SECRETARYS ROLE

The Secretary serves as the key administrative officer of Hillians Netball Club Inc and acts as the coordinating link between the Committee and its members.

Key Responsibilities:

- Preparing Agendas for meetings,
- Record, maintain, and distribute accurate minutes of Annual General Meeting and General Meetings,
- Assist the President and Vice President in fulfilling their roles,
- Receive, respond to, and manage correspondence,
- Carry out other secretarial duties as required by the Club,
- Serve on Team Selection Committee

## GENERAL COMMITTEE

Registrar

Uniform Coordinator

Equipment Coordinator

Coaching Coordinator

Club Communications Coordinator (Media, Social Media & Web)

Team Selection Committee (President, Vice President & Registrar)

Premier League Contact

Other General Committee





# COMMITTEE ROLES & RESPONSIBILITIES

## REGISTRARS ROLE

The Registrar oversees the registration and deregistration of all players and club officials within Hillians Netball Club Inc.

Key Responsibilities:

- Act as the primary contact for all registration matters and provide information to the Committee and Team Selection Committee,
- Enter team details into the KDNA system for the current season,
- Serve on the Team Selection Committee,
- Deregister withdrawn or injured players in the registration system.

## UNIFORM AND MERCHANDISE COORDINATORS ROLE

The Uniform and Merchandise Coordinator is responsible for organising the purchase, ordering, and distribution of Hillians Netball Club Inc uniforms and merchandise for each season.

Key Responsibilities:

- Take new uniform orders at Club Uniform & Merchandise Day,
- Liaise with suppliers and the Treasurer regarding orders and payments,
- Distribute uniforms and merchandise, issuing and recording receipts,
- Attend Committee meetings and keep the President informed on uniform stock,
- Review uniform costs and pricing annually with the Committee,
- Conduct an annual stocktake of all uniforms.

## EQUIPMENT COORDINATORS ROLE

The Equipment Coordinator identifies the equipment needs for each season, manages purchasing and distribution to coaches, and coordinates the return of equipment at the end of the season.

Key Responsibilities:

- Report on equipment orders and purchases to the Committee before the season begins,
- Assemble new team equipment bags for all teams,
- Liaise with coaches regarding equipment retention for the following season,
- Send an equipment checklist to coaches at the start of the season to identify needs,
- Store all equipment in the designated storage area,
- Prepare an end-of-season stocktake and report for the President and AGM.





# COMMITTEE ROLES & RESPONSIBILITIES

## COACHING COORDINATORS ROLE

The Coaching Coordinator oversees the Club's coaching program and promotes the value of coaching within Hillians Netball Club Inc. They provide coaches with training materials and session plans tailored to team age, level, and ability, supporting player development and ensuring all members can reach their potential.

Key Responsibilities:

- Assist with the appointment of coaches for all teams, from junior to senior
- Organise and distribute Coach polos to new coaches
- Provide Team Coaching Folders and Coaching Resource Folders appropriate to each age group
- Ensure all coaches have completed Foundation Coaching Accreditation and encourage further accreditation, such as Development Coaching Accreditation
- Offer ongoing support and guidance to coaches throughout the season

## CLUB COMMUNICATIONS COORDINATORS ROLE

The Club Communications Coordinator develops and implements communication strategies to increase the profile of Hillians Netball Club Inc across digital platforms. They manage club communications, social media, and the website, and coordinate team and special event photography.

Key Responsibilities:

- Manage all club social media platforms and maintain the website to keep members informed,
- Communicate season information from KDNA, Netball WA, and Netball Australia to members via email and digital channels,
- Organise and distribute flyers, event notices, and other club communications,
- Coordinate team photos, end-of-season windup photos, and special award or Life Member recognitions, and distribute them to members.

## TEAM SELECTION COMMITTEE

The Team Selection Committee is responsible for forming fair and balanced teams that support the development, participation, and enjoyment of all junior players. The Committee ensures that team selection is transparent, consistent, and aligned with the Club's values and objectives.

Key Responsibilities:

- Assess player skills, abilities, and potential in a fair and consistent manner,
- Allocate players to teams to create balanced, competitive, and age-appropriate teams,
- Communicate team selections to players, parents, and coaches clearly and respectfully.





# COMMITTEE ROLES & RESPONSIBILITIES

## GENERAL COMMITTEE S ROLE

The General Committee supports the smooth operation, governance, and growth of the netball club. Members work collaboratively to ensure the Club meets its objectives, provides a safe and enjoyable environment for all participants, and remains financially and operationally sustainable.

Key Responsibilities:

- **Governance & Compliance:** Ensure the Club operates in accordance with its Constitution, policies, procedures, and relevant sporting body regulations
- **Strategic Planning:** Contribute to the long-term planning and development of the Club, including growth, programs, and volunteer succession
- **Financial Oversight:** Support the Treasurer in maintaining the Club's financial stability and monitor budgets and expenses
- **Member Engagement:** Promote a positive club culture, communicate with members, and address feedback or concerns
- **Support Programs & Events:** Assist with the coordination of coaching, player development programs, competitions, and club events
- **Committee Collaboration:** Attend meetings, participate in decision-making, and take responsibility for delegated tasks

## OTHER GENERAL COMMITTEES ROLE

The General Committee supports the effective operation, governance, and growth of the netball club. Members work together to ensure the Club meets its goals, provides a safe and enjoyable environment for all participants, and remains financially and operationally sustainable. Committee members assist with club events such as Uniform & Merchandise Day, the Club Windup, and other activities, attend meetings, participate in decision-making, and take responsibility for delegated tasks.

