

# POSITION DESCRIPTION

*Holy Spirit Parish Netball Club*



<b>Position Title:</b>	<b>Vice President</b>
<b>Reports to:</b>	Executive Committee
<b>Employment Status:</b>	Volunteer
<b>Time Commitment</b>	Elected annually at the HSNC Annual General Meeting
<b>Holy Spirit Parish Netball Club</b>	<p>Holy Spirit Parish Netball Club (HSNC) is a not for profit, member based organisation which is governed by a volunteer Committee. It is a Club Member of Melbourne East Netball Association (MENA) and is governed by MENA, Netball Victoria and is affiliated with Netball Australia.</p> <p>HSNC exists to create a positive and strong local netball club that encourages players to try their best and have fun. The club is committed to providing an environment where players can learn and develop the skills and rules of netball. Players participate in a sportsperson like manner, in an inclusive, safe and positive environment. HSNC aims to build confidence, skills and foster a positive experience with the club and the game of netball. HSNC expects all players and coaches to respect their team mates, opposition, coaches, umpires and administrators and represent the club with pride and passion.</p> <p>The HSNC Executive consists of the President, Vice President, Secretary and Treasurer, with a Committee that supports a number of functions and roles of the club.</p>
<b>Commitment to Child Safety</b>	<p>We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, HSNC is committed to ensuring the safety of all of its players particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to HSNC and its Affiliates commitment to providing a safe environment for children in netball and consists of principles and benchmarks NV has in place.</p>

## Primary Purpose of Position

- Oversee all netball related matters across HSNC
- Provide leadership to all coaches, players, support staff and volunteers
- Provide support to the President of HSNC
- Provide support to the Committee members to ensure the efficient operation of HSNC

## Key Responsibilities

- Perform Presidents duties when President is unable
- Chair and manage meetings, including Annual General Meeting in the absence of the President
- Handle MENA complaints
- Assist the President and perform other such duties as directed
- Facilitate planning
- Provide guidance and leadership
- Monitor budgeting
- Represent the Club to the public
- Uphold HSNC Constitution, policies and procedures of the Club
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## Knowledge, Skills & Abilities

- Good working knowledge of constitution, by laws
- Good communication skills
- Understanding of Club operations, rules, constitution etc.
- Ability to manage people, lead meetings and delegate
- Experience in leadership role (preferred)

- Experience with planning operations
- Ability to manage people and lead meetings
- Ability to lead by example
- Ability to engage, encourage and lift the level of service
- Dedicated club person
- Well-developed decision-making skills
- Ability to negotiate successfully between members and reconcile opposing views
- Can maintain confidentiality on relevant matters
- Have the ability to forward plan and lead the organisation to reaching its short and long term goals
- Be a positive role model

Other Requirements
<ul style="list-style-type: none"><li>● Working with Children Check</li><li>● Fulfills COVID vaccination requirements as per Government directives</li></ul>