



POSITION DESCRIPTION

Holy Spirit Parish Netball Club

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| Position Title: | President |
| Reports to: | Executive Committee |
| Employment Status: | Volunteer |
| Time Commitment | Elected annually at the HSNC Annual General Meeting |
| Holy Spirit Parish Netball Club | <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> |
| Commitment to Child Safety | 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. |

Primary Purpose of Position

- Ensure HSNC promotes the participation and development of netball at both a participation and competitive perspective and that all junior members are given the highest level of coaching and competition to promote their development to senior ranks within the club
- Ensure strategies to embed an organizational culture of child safety through effective leadership arrangements
- Ensure the Club is run efficiently administratively, financially and socially to support all activities
- To provide support to the Executive and Committee members to ensure efficient operation of the organization
- Provide a safe and enjoyable recreational environment for all club members and ensure all netball activities are played in a competitive and fair spirit
- Act as a Primary spokesperson on all governance and member representation

Key Responsibilities

- Preside at all general meetings, Committee meetings and meetings of the Executive Committee. In the absence of the President, the Vice-President or other elected representative will be the Chairperson.
- Ensure that the required quorum is present at meetings.
- Conduct the meeting in accordance with the rules of the Club.
- Chair and manage meetings, including Annual General Meeting
- Preserve order during the meeting.
- Give all members reasonable opportunity to speak at the meeting but ensure that no member speaks for undue length or is unnecessarily repetitive.
- Terminate any discussion that is not relevant to the business of the meeting.
- Determine that the minutes of the meeting are correct.
- Address HSNC Member complaints
- Lead by strong efficient and effective leadership for the club
- Ensure sub committees and committee members fulfil their responsibilities to the association /club
- Manage/Chair monthly committee meetings and the club's Annual General Meetings.
- Report on overall activities to the membership at the Annual General Meetings and General Meetings.
- Ensure all sub committees are accountable and responsible.

- Ensure that the planning and budgeting for future is carried out in accordance with the wishes of members.
- Uphold the HSNC Constitution, policies and procedures of the Club
- Represent the club in discussion with MENA and other organizations or individuals as required
- Represent the club in public relations activities and opportunities
- Assist in the development of partnerships, potential sponsors and funding opportunities

Knowledge, Skills & Abilities

- Can communicate effectively and listen to feedback and views of members and other interested parties
- Ability to manage people, lead meetings and delegate
- Confident in leading strategic direction, maintaining a focus on the 'big picture'
- Well informed of all Club activities
- Aware of future direction and plans of Club meetings
- A good understanding of sporting requirements at local levels.
- Possess a good understanding in the club constitution, rules and the duties its office holders and sub-committees
- Be unbiased and impartial on all issues and able to avoid deviation for the matter under discussion during varying types of meetings
- Has the ability to forward plan and lead the organisation to reaching its short and long term goals.
- Well-developed decision making skills
- Receptive to change
- Communications and negotiating skills
- Be approachable
- Be a positive role model
- Dedicated Club person

Other Requirements

- Working with Children Check or equivalent
- Fulfills COVID vaccination requirements as per Government directives