

**Quakers Hill Netball Club**

**Incorporated**



**ANNEXURE A**  
**DUTIES OF OFFICE BEARERS**  
**Issued February 2006**

**QUAKERS HILL NETBALL CLUB INC**

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## **ANNEXURE A**

### **DUTIES OF OFFICE BEARERS**

#### **PRESIDENT**

- (a) preside at all meetings of the Club and direct where necessary
- (b) be the liaison with the Blacktown City Council on matters pertaining to the management of Quakers Hill Park.
- (c) develop and lead the Club in matters of policy
- (d) host/attend official functions on behalf of the Club and be the spokesperson for the Club as required
- (e) act as delegate of the Club at all BCNA Inc meetings
- (f) make presentations as appropriate
- (g) act as ex officio member of all sub-committees
- (h) be Convenor of the BCNA Inc. Events Committee
- (i) cast the deciding vote in the event of an equality of votes
- (j) provide safe custody of keys to all Club premises
- (k) maintain register of keys loaned to Club members and provide copy to club.
- (l) be appointed as a member of the QHNC Inc. Appointments Panel
- (m) be appointed as a delegate of the Blacktown City Council Reserve Parks Committee
- (n) be appointed as a member of the QHNC Inc. Disputes Committee
- (o) present Annual Report at AGM
- (p) provide copies of any correspondence to Secretary

- (q) attend Competitions, Championships and Carnivals.
- (r) in conjunction with the Vice President, Treasurer and the Finance Committee, prepare and submit applications for Federal and State Grants for and on behalf of the Club and be liaison with Government departments as required
- (s) oversee responsibilities of Executive Committee

**VICE PRESIDENT**

- (a) deputise for and assist President as required
- (b) assist President in hosting official functions
- (c) undertake any duties delegated by President
- (d) co-ordinate Appeals, Disputes Committee hearings and maintain records
- (e) ensure meeting attendances are recorded
- (f) be appointed as QHNC Inc. Complaints Officer
- (g) review all member complaint reports and determine appropriate action
- (h) not be Convenor of a sub-committee
- (i) provide copies of any correspondence to Secretary
- (j) present report to each Council meeting
- (k) co-ordinate and be responsible for Opening Day arrangements
- (l) engage bookings for official functions
- (m) prepare rosters for Executive Committee, special events, collections etc
- (n) liaise with BCNA insurance matters for all registered Club members against injury
- (o) assist Club Members in matters pertaining to insurance claims
- (p) provide the BCC Parks Committee with a current copy of Certificate of Currency
- (q) maintain records of and receipt claims on insurance from members and forward to Insurance Company as required

**JUNIOR VICE PRESIDENT**

- (a) act as delegate of Club at all BCNA Inc Council meetings.
- (b) submit written report of Council meetings to Club within fourteen (14) days of each meeting and notify executives directly of information received pertaining to their roles.
- (c) provide copies of any correspondence from BCNA Inc to Executive Committee
- (d) liaise with BCNA Inc at official meetings and functions with regard to Club matters as directed by the President
- (e) in conjunction with the President, Treasurer and Finance Committee, prepare and submit applications for Federal and State Grants for and on behalf of the Club and be liaison with Government departments as required
- (f) co-ordinate Appeals Committee hearings and maintain records
- (g) ensure meeting attendances are recorded
- (h) not be Convenor of a sub-committee
- (i) provide copies of any correspondence to Secretary
- (j) present report to each Council meeting
- (k) review all reports, amendments to BCNA Inc. Constitution and By-Laws, Rules and Regulations pertaining to carnivals and competitions, new policies and amendments to existing policies and advise Executive members and report to Council
- (l) maintain Club notice board (in shed)
- (m) undertake any duties delegated by President

**SECRETARY/PUBLIC OFFICER**

- (a) receive, attend to and respond to all correspondence as required
- (b) maintain a register of all financial members  
maintain a register of all unfinancial members  
maintain a register of all Life Members and Club Service Award recipients  
provide BCNA Inc. with a list of all registered members
- (c) maintain a register of Club Office Bearers and Delegates with names, addresses/emails and telephone numbers
- (d) be responsible for the updating and maintaining of Standing Orders, Constitution and By-Laws and Competition Rules of the Club in line with the resolutions passed by Council. Recommend changes
- (e) ensure accurate and current copy on Club website of Standing Orders, Constitution and By-Laws of the Club
- (f) respond to all enquiries and redirect where appropriate
- (g) liaise with prospective Members and facilitate their membership
- (h) circulate nominations for Life Membership and attend to same
- (i) act as ex-officio member of all sub-committees
- (j) be appointed as the BCNA Inc. Child Protection Officer  
ensure meeting attendances are recorded
- (k) act as point of contact for BCNA Inc
- (l) act as proxy delegate of Association at BCNA Inc meetings
- (m) advise of changes to Club Executive Committee members
- (n) advise Executive Committee of additional meetings as called or required
- (o) maintain record of attendance of Club meetings
- (p) be responsible for attendance sheets at Council meetings and ensuring that delegates to Council are current financial Netball NSW members
- (q) maintain a register of Council and Proxy Delegates' names and addresses

- (r) ensure a record is maintained at the registered office of the Club of all proceedings of meetings
- (s) maintain Club forms as well as Representative and Child Protection declaration forms stating that all officials have completed and signed a Working With Children Check Employment Screening Consent Form.
- (t) provide the Vice President with a current copy of the Certificate of Currency
- (u) ensure an accurate record of the Club is maintained
- (v) prepare correspondence list for each Council Meeting
- (w) on behalf of the Club prepare, endorse and maintain records of representative Player nominations and send a letter of congratulations to all successful club representative applicants
- (x) present report to each Council Meeting
- (y) organise announcements and maintain Club's website
- (z) enter all club and Association teams into district carnivals by closing dates  
forward carnival entry form and Association cheque for entry fee on behalf of Association Clubs and Representative Teams  
receipt carnival entries from Association Clubs for venues outside Association



**ASSISTANT SECRETARY**

- (a) in the absence of the Secretary, act in that capacity
- (b) act as proxy delegate of the Club at BCNA Inc meetings
- (c) oversee the recording of meeting attendances and ensure that a quorum is present at all times throughout all Club meetings
- (d) take minutes of all meetings
- (e) provide copies of any correspondence to Secretary
- (f) present report to each Council meeting
- (g) arrange provision of First Aid for Club training / competitions
- (h) undertake any duties delegated by the Secretary

**TREASURER**

- (a) maintain all financial records (Club accounts, cash receipts books, cash payments books, petty cash).
- (b) receipt all monies and bank within seven (7) days
- (c) balance monies received from receipts, and balance cash books to bank statements
- (d) be responsible for the annual financial audit of the Club and arrange for the presentation of an audited Balance Sheet as provided for in the Constitution
- (e) provide audited balance sheets and statements to Public Officer
- (f) arrange for payment of monies owing to Council or a Park Committee in full by 30<sup>th</sup> June each year
- (g) receipt all uniform payments
- (h) check receipts after trading and verify
- (i) prepare all employees' wages and maintain wages book
- (j) pay quarterly PAYG tax, GST, superannuation and worker's compensation
- (k) pay BAS quarterly to Tax Office
- (l) prepare and issue group certificates
- (m) receive and pay all accounts as approved by Executive and/or Council
- (n) draw and distribute cheques
- (o) advise Club and Executive Committee of monies owing, and collect same
- (p) advise Club and Executive Committee, as appropriate, of unfinancial players/clubs
- (q) act as ex-officio member of all sub-committees
- (r) provide copies of any correspondence to Secretary
- (s) circulate reports for each Council Meeting
- (t) be Convenor of QHNC Inc. Finance Committee

- (u) liaise with the Finance Committee in the management of all funds of the Club
- (v) arrange insurance for Club assets against loss/damage  
arrange replacement of any lost or damaged Club assets
- (w) review By-Laws relevant to Finance, Fines and financial matters. Recommend changes
- (x) in conjunction with the President, Junior Vice President and Finance Committee, prepare and submit applications for Federal and State Grants for and on behalf of the Club and be liaison with Government departments as required
- (y) maintain Honour Boards, order badges for Executive Committee, Life Members and Club service Awards
- (z) organise gifts for outgoing Executive and members as required.

## **COACHING & GRADING COORDINATOR**

- (a) appointed convenor of the Coaches Education and Development Committee
- (b) appointed convenor of the Grading committee.
- (c) liaise with the Club Coaches and Coaches Education and Development Committee to prepare annual plans for education and development of coaching personnel in the Club and assist with implementation of such plans.
- (d) be convenor of the QHNC Appointments Panel
- (e) maintain a record of successful nationally accredited coaches within the Club
- (f) allocate training courts
- (g) organise roster for turning on and off court lighting
- (h) provide coaches with a list of all District Carnivals
- (i) liaise with the Club Coaches and Coaches Education and Development Committee to prepare lectures, clinics and camps for Club players and coaches.
- (j) liaise with the Club executive to prepare and formulate the presentation of annual awards
- (k) liaise with BCNA Inc, Netball NSW and provide prompt advice with regard to successful National Coaching accreditations.
- (l) liaise with BCNA Inc, Netball NSW with regards to all coaching matters
- (m) assist with the evaluation of coaching plans on an annual basis
- (n) undertake any duties/responsibilities of any vacant Executive position as directed by the President.

## **SKILLS REQUIRED**

- Nationally accredited level 1 coach
- Excellent communication skills
- Excellent administrative skills
- Support objectives of the Quakers Hill Netball Club Inc.
- 5 yrs Club Coaching experience

**UMPIRES CONVENOR**

- (a) appointed convenor of the Umpires Education and Development Committee
- (b) liaise with the Club Umpires and Umpires Education and Development Committee to prepare annual plans for education and development of umpiring personnel in the Club and assist with implementation of such plans.
- (c) Maintain a record of the results for the Umpires Examination Paper Section I and II for the Club for a minimum period of eight (8) years.
- (d) maintain a record of successful district/national badging within the Club
- (e) liaise with the Umpires Education Development Committee in the assesment of umpires for duties. Prepare, in consultation with the Umpires Education Development Committee appointment of umpires for all BCNA Inc events
- (f) work in conjunction with the Umpires and Coaches Education and Development Committee for the development of umpires and coaches within the club.
- (g) assist and propose changes to the evaluation of umpiring plans on an annual basis
- (h) provide copies of any correspondence to Secretary
- (i) distribute fixtures to umpires and the Umpires and Coaches Education and Development Committee
- (j) be available in Control when a competition involving club umpires is in progress
- (k) prepare Duty Roster for umpires allocations to Association Competitions, Carnivals, Gala Days etc and advise umpires.
- (l) ensure umpires are suitably presented in full uniform
- (m) implement theory and practical training of club umpires.
- (n) provide on court training opportunities for club umpires at training sessions
- (o) present report to each Council Meeting
- (p) ensure umpires are update with rules, policies and information required.
- (q) be the club contact with the BCNA Umpires Education Officer and the Technical services manager for all club umpiring matters required.

## **SKILLS REQUIRED**

- Nationally accredited umpire
- Current level 1 accreditation
- Excellent communication skills
- Excellent administrative skills
- Support objectives of the Quakers Hill Netball Club Inc.
- 5 years Umpiring experience

**SENIOR REGISTRAR**

- (a) organise Club Registrations and advertising as required
- (b) receipt Club player registrations/late registrations for senior grades by due date on approved forms
- (c) be appointed to Senior Grading Committee
- (d) ensure that previous registration, scoresheets etc. pertaining to grading/re-grading are made available for the Grading Committee's reference.
- (e) provide final copy of all senior and masters teams grades to the Club executives
- (f) assist with the placement of players in appropriate Teams, where possible
- (g) liaise with Club on all matters concerning senior registrations
- (h) maintain register of senior players in all teams in their respective grades
- (i) attend all Senior competition timeslots and arrange and maintain a register of borrowed Senior players details
- (j) distribute and receive completed all senior Specimen Signature Sheets for each competition and provide copies to Team Managers
- (k) record senior match results and points table after each day's competition
- (l) maintain senior competition points table on website
- (m) advise Executive Committee of unregistered senior players
- (n) advise Executive Committee of reports on senior players or scoresheets
- (o) provide accurate results of Association competitions Finals Series to Club
- (p) liaise with Disputes Committee as appropriate
- (q) provide copies of any correspondence to Secretary
- (r) present report to each Council Meeting
- (s) ensure Club By-Laws are upheld with regard to Senior Players
- (t) review By-Laws relevant to Registration and grading matters. Recommend changes

**JUNIOR REGISTRAR**

- (a) be appointed Netta/Junior Grading Committee
- (b) receipt Club player registrations/late registrations for Junior grades by due date on approved forms
- (c) ensure that previous registration, scoresheets etc. pertaining to grading/re-grading are made available for the Grading Committee's reference
- (d) liaise with Disputes Committee as appropriate
- (e) provide copies of any correspondence to Secretary
- (f) assist with the placement of players in appropriate Teams, where possible
- (g) liaise with Club on all matters concerning junior registrations
- (h) liaise with Executive where teams are to play for the right to be entered into Club Challenge
- (i) advise BCNA Representative Coordinator of team entries for Club Challenge
- (j) maintain register of junior players in all teams in their respective grades
- (k) attend all Junior competition timeslots and arrange and maintain a register of borrowed junior players details
- (l) distribute and receive completed all senior Specimen Signature Sheets for each competition and provide copies to Team Managers
- (m) record junior match results and points table after each day's competition
- (n) maintain junior competition points table on website
- (o) advise Executive Committee of unregistered junior players
- (p) advise Executive Committee of reports on junior players or scoresheets
- (q) provide accurate results of Association competitions Finals Series to Club
- (r) ensure Club By-Laws are upheld with regard to Junior Players
- (s) review By-Laws relevant to Registration and grading matters. Recommend changes



**PROMOTIONS OFFICER**

- (a) in conjunction with the Executive and the Council, identify opportunities and prepare marketing plans for the Club to achieve maximum exposure and growth
- (b) actively seek sponsorship for the Club
- (c) identify opportunities and prepare strategies to attract volunteers to our Club and liaise with Association to prepare and implement strategies to retain and train volunteers at all levels
- (d) co-ordinate the Volunteer Incentive Program
- (e) be Convenor of the QHNC Inc. Promotions Committee
- (f) appointed member of the finance committee
- (g) publicise to Members and media all events and competitions of the Club
- (h) organise special events for promotions
- (i) prepare and lodge articles for publication in local press and club newsletter
- (j) liaise with sporting editors for feature and press coverage
- (k) liaise with BCNA Inc Promotions Officer as required
- (l) arrange advertisement of registration details, if required
- (m) promote Club sponsors
- (n) maintain a pictorial and written history of the Club
- (o) maintain a photographic library of the history of the Club
- (p) maintain a Team photo register for the season
- (q) co-ordinate the distribution of Association Official Fixture and Handbook to club
- (r) provide copies of any correspondence to Secretary
- (s) maintain Club notice board (in shed)
- (t) assist to maintain Association website. Recommend changes, as required

- (u) ensure a 'Photographic and Media Consent Form' has been signed by parent/guardian before any player/team (under the age of 18 years) photo is downloaded onto the Association website
- (v) ensure meeting attendances are recorded
- (w) present report to each Council Meeting

## **UNIFORMS OFFICER**

- (a) appointed Convenor to uniforms committee
- (b) purchase and maintain Club uniform requirements
- (c) issue uniform orders to players and officials
- (d) purchase and maintain Club equipment including first aid supplies, signage etc.
- (e) organise maintenance, storage and distribution of Club equipment for each Team as required
- (f) issue equipment to Team Managers
- (g) undertake and provide Treasurer with data from orders, stocktake for Annual Report
- (h) ensure meeting attendances are recorded
- (i) present report to each Council Meeting

### Applicants for the Uniforms Officer:

- two (2) years experience on Club Executive or Sub-Committee
- be a current financial member of QHNC Inc.
- be a current financial member of Netball NSW
- have excellent communication skills
- have excellent organisational skills

## **FUNDRAISING SECRETARY**

- (a) appointed Convenor to fundraising committee
- (b) appointed member of the Finance committee
- (c) plan and coordinate all fundraising activities in consultation with the fundraising committee.
- (d) distribute fundraising activities and records to teams and maintain a register of records.
- (e) provide club Treasurer with financial records of all activities.
- (f) ensure Team Managers receive all information required and assist Managers to implement activities to teams.
- (g) balance all monies collected in consultation with the Treasurer.
- (h) maintain fundraising records
- (i) assist to plan and implement all club events.
- (j) Assist promotions officer to implement all club social activities.
- (k) ensure meeting attendances are recorded
- (l) present report to each Council Meeting

### Applicants for the Fundraising Secretary:

- two (2) years experience on Club Executive or Sub-Committee
- be a current financial member of QHNC Inc.
- be a current financial member of Netball NSW
- have excellent communication skills
- have excellent organisational skills

## **CLUB DUTIES OFFICER**

- (a) appointed member of the events committee
- (b) plan and implement the allocation of club duties
- (c) provide roster and information required to Team Managers and executive
- (d) liaise with BCNA Inc with regard to all club duties.
- (e) attend and coordinate allocated club duties days
- (f) Plan and implement the annual Team photo's day
- (g) distribute information for team photo's to Team managers and executive.
- (h) collect and receipt funds for Team photo's in consultation with the Treasurer.
- (i) Distribute Team photo's to players.
- (j) undertake duties as allocated from executive.
- (k) assist to plan and implement all club events.
- (l) Assist promotions officer to implement all club social activities.
- (m) ensure meeting attendances are recorded
- (n) present report to each Council Meeting

### Applicants for the Club Duties Officer:

- two (2) years experience on Club Executive or Sub-Committee
- be a current financial member of QHNC Inc.
- be a current financial member of Netball NSW
- have excellent communication skills
- have excellent organisational skills