



Mountain District Netball Association

Position Descriptions

- Board members are required to have a valid “Working with Children’s Check” & Netball Victoria Membership (reimbursed)
- There are monthly board meetings, approximately 8 months per year.
- Board members are also expected to attend Delegate Meetings, approximately 4 per year.
- Board members are responsible for a ‘portfolio’ but all portfolios are equally supported by the whole board.
- All board member positions are supported by other volunteers where appropriate and are always encouraged to find more!
- Board members are expected to prepare and submit a short report for their portfolio prior to each board meeting.
- Board members are expected to come to meetings having read all reports and the agenda, ready for discussion and decision.
- Please refer to the organisational chart below.

Position
<p>Vice President</p> <ul style="list-style-type: none"> • Supports the President in all duties and acts for the president should the president be unavailable. • Required to have a working understanding of the Constitution, By Laws and policies, and as per the president, a knowledge of the goings on of the association. • Is the Child Safe and Complaints Liaison for MDNA. • Is responsible for facilities management and planning, including liaising with Knox City Council. • Is responsible for Grant identification and applications.
<p>Treasurer</p> <ul style="list-style-type: none"> • Works with the external Bookkeeper to present monthly accounts to the board, and for each delegate meeting. • Ensures statutory obligations are met – e.g. payroll, super, BAS. • Preparation of annual budget for sign off by the board. • Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and act in a timely manner. • Schedules and supports the annual audit of the financial statements. • Performs a Human Resources function for the Board.

<p>Board Member: Umpiring</p> <ul style="list-style-type: none"> Responsible for the recruitment, development, and retention of umpires. Works closely with a subcommittee of Umpire Mentors, Umpire Educators and the Umpire Allocations officer to promote the needs and requirements of umpires to the board for decisions.
<p>Board Member: Coaching</p> <ul style="list-style-type: none"> Responsible for the development and retention of coaches across the association. Works with the member clubs to identify opportunities of support to domestic coaches.
<p>Board Member: Marketing & Communications</p> <ul style="list-style-type: none"> Responsible for ensuring consistent communication channels are used to member clubs in accordance with the communication policy. Responsible for ensuring all media is consistent and meets the new branded style guide. Responsible for organisation of volunteers for special events (with support) Responsible for social media and website management. (with support) Responsible for identifying, obtaining, and liaising with sponsors. (with support)

