



HBNA COMMITTEE ROLES

The list of responsibilities below will be undertaken by the Management Committee. Primary responsibility of these tasks will belong to the General Committee roles. Where capacity and need exists tasks may be undertaken by the President or Treasurer.

SECRETARY

- Manage the main email address for the Association and direct queries as appropriate.
- Arrange all meetings of the Association including:
 - Notice of meetings
 - Agendas and collation of reports
 - Complete, communicate, and retain for record minutes of meetings

GENERAL ADMINISTRATION DUTIES

- Maintain the Constitution, Policies & Procedures.
- Maintain and update as required all documents of the Association

SPONSORSHIP & GRANTS

- Promote the Association sponsorship package to suitable local community businesses
- Ensure any sponsors are invited and welcomed to any activities of the Association
- Ensure any sponsors are acknowledged and recognised each year (eg. Certificates, Social Media, at Events)
- Find and apply for grants to support the Association's operations and aspirations

SOCIAL MEDIA & WEBSITE

- Formulate a plan of communication to members and the local community including the frequency and gauging the appropriate platform to use
- Promote activities, events, sponsors, and newsworthy stories as needed
- Ensure an understanding of media and photography policy is adhered to and relevant release forms are in place

EQUIPMENT & STOCK MANAGEMENT

- Maintain all Association items including netball equipment, uniforms, furniture, grounds equipment and canteen stock as relevant
- Submit yearly orders for uniforms and netball equipment based on needs and budget requirements



- Ensure all equipment given to members is recorded and collected at the end of the season
- Undertake an end of year stock take for all items

ASSOCIATION EVENTS

- Organise all social events of the association such as end of session presentations or fundraising events
- Book venues, arrange catering, scripting presentations, taking registrations, sorting trophies as per need and budget requirements
- Promote, and organise all Association carnivals including Rep, Club, and Brody Smith carnivals. Arrange for registrations and draws and communicate all relevant information to relevant people
- Organise and manage any sub committees to support any events

FACILITIES & GROUNDS

- Ensure grounds and facility are clean and safe for use at all times
- Ensure maintenance of landscaping and grounds is completed in conjunction with Council
- Undertake any repairs as required according to budget or committee approval
- Attend precinct meetings and provide the committee with any necessary information

MEMBER PROTECTION

- Be the first point of contact for members, parents, and officials to hear any grievances in relation to harassment, child protection, discrimination, or any other forms of inappropriate behaviour
- Act as an impartial body offering information and options to what a complainant may do but DOES NOT give advice
- Be able to identify options for resolution of conflicts and grievances
- Refer complaints to the appropriate place (club or association)
- Understand all Association policies and rules and where to source this information

COMPLAINTS, MEMBER & CHILD PROTECTION

- Receive and record all complaints received to the Association
- Allocate complaints to relevant parties to investigate and come to an outcome
- Escalate any appropriate matters to Netball Queensland
- Refer complaints to clubs as relevant and provide any necessary support.
- Ensure that information about the status of a complaint is kept up to date and advised to any appropriate parties.
- Ensure the netball community is aware who to approach with concerns.



- Keep up to date with all information relating to harassment, discrimination, member and child protection.
- Undertake any training required and ensure all volunteers and staff of HBNA have undertaken relevant training – especially around child protection.

COMPETITION MANAGEMENT

- Maintain a register of members in NetballConnect.
- Open registrations for all approved competitions.
- Create and maintain draws and ladders for all competitions.
- In conjunction with the Treasurer, ensure all applicable fees are paid through NetballConnect.
- Assist as required at Carnivals with registrations and draw management.

REPRESENTATIVE RESPONSIBILITIES

- Arrange appropriate transport, accommodation, and food for any official, player, or umpire representing the Association (as applicable)
- Be responsible for the determination and collection of representative player fees
- Supply each representative player with a playing uniform, and any other apparel items ordered and paid for by players
- Ensure relevant officials have been put in place including coaches, managers, umpires, and support staff for all events
- Manage equipment required for both coaches and managers
- Be responsible for arranging any events during the representative selection process.
- Coordinate and organise any fundraising activities as required

CLUB & REPRESENTATIVE VOLUNTEER DEVELOPMENT

- Coordinate training, development, and management of Coaches and umpires of the Association
- Arrange beginner training for any coaches and umpires
- Where applicable, arrange umpires for any fixtures or association carnivals
- Recommend appointments for all umpires and coaches for representative carnivals and events
- Arrange with Netball Queensland for any umpires and coaches to obtain formal accreditation

STAFF MANAGEMENT

- Recruit and recommend appointments to all paid roles (including Administration, Canteen Convenor, Canteen Staff, and NetSetGo Coordinator)



- Arrange for letters of offer and staff contracts for all paid roles
- Ensure all employment forms and applicable training is completed by all staff
- Manage all staff – including regular meetings, workload management, and reviews.