



## HBNA COMMITTEE ROLE – DEVELOPMENT

<b>JOB TITLE:</b>	General Committee Member	<b>JOB CATEGORY:</b>	Volunteer
<b>REPORTS TO:</b>	Management Committee Members		
<b>POSITION TERM:</b>	2 Years		
<b>APPLICATION TYPE:</b>	Nomination to AGM to vote		

### JOB DESCRIPTION

#### OBJECTIVE

- Support the effective management, coordination, and development of the Association's representative programs.
- Ensure representative players, coaches, umpires, and officials are well supported, organised, and adequately resourced.
- Strengthen the capability, accreditation, and retention of the Association's volunteer workforce, including coaches and umpires.
- Provide consistent, efficient administration across representative logistics, volunteer development, and event coordination.
- Contribute to a positive, inclusive, and professional environment for all Association members.

#### RESPONSIBILITIES

##### Representative Program Responsibilities

- Arrange appropriate transport, accommodation, and food for any official, player, or umpire representing the Association (as applicable).
- Determine, communicate, and collect representative player fees.
- Issue each representative player with a playing uniform and any other apparel ordered and paid for by players.
- Ensure all required officials are appointed for representative events, including coaches, managers, umpires, and support staff.
- Manage equipment and resources required for coaches and team managers.
- Organise and oversee all events relating to the representative selection process (e.g. trial days, briefings, information sessions).
- Coordinate fundraising activities to support representative teams.
- Maintain accurate documentation relating to teams, uniforms, equipment, and financial components.



### **Club & Representative Volunteer Development Responsibilities**

- Coordinate training, development, and ongoing support for all Association coaches and umpires.
- Arrange beginner-level training, induction sessions, and introductory accreditation opportunities.
- Where required, arrange umpires for fixtures, competitions, and Association carnivals.
- Provide recommendations for umpire and coach appointments for representative carnivals and events.
- Liaise with Netball Queensland to organise accreditation or re-accreditation for umpires and coaches.
- Track, maintain, and update records of qualifications, appointments, and development activities.
- Promote a positive, supportive environment that encourages volunteer retention and growth.

### **General Committee Responsibilities**

- Attend monthly committee meetings and contribute to decision-making.
- Assist the Management Committee with planning, delivery, and review of Association programs and events.
- Uphold the Constitution, Policies, and Procedures of the Association.
- Support the creation of a safe, inclusive, and enjoyable environment for all members.

### **KNOWLEDGE/SKILLS**

- Strong organisational and coordination abilities, particularly for events and logistics.
- Understanding of coaching and umpiring development pathways at club and representative levels.
- Confident communicator, able to liaise professionally with families, volunteers, officials, and external partners.
- Capable of managing budgets, payments, and accurate record-keeping.
- Ability to recommend appointments and evaluate volunteer capabilities in a fair and objective way.
- Familiar with representative netball operations and competition requirements.



#### **PERSONAL ATTRIBUTES**

- Supportive, approachable, and able to motivate and encourage volunteers.
- Strong attention to detail and ability to manage multiple tasks at once.
- Calm under pressure and solutions-focused.
- Committed to fairness, inclusion, and transparent decision-making.
- Excellent interpersonal skills with the ability to build positive relationships.

#### **OTHER**

- Must have a Working with Children Card (Blue Card)
- Eligible for a National Criminal Police Check
- Must be a registered member of Netball Queensland