



HBNA COMMITTEE ROLE – FACILITIES & STAFF

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

JOB DESCRIPTION

OBJECTIVE

- Support the operational functioning of the Association through effective staff coordination, facility management, and equipment oversight.
- Ensure the Association's facilities, grounds, equipment, and resources are safe, well-maintained, and fit for purpose.
- Provide consistent operational support to ensure programs, competitions, and events run smoothly.
- Contribute to a positive, organised, and professionally run Association environment.

RESPONSIBILITIES

Staff Management

- Recruit and recommend appointments for all paid roles, including Administration staff, Canteen Convenor, Canteen Staff, and NetSetGo Coordinator.
- Prepare and issue letters of offer, contracts, and onboarding documentation for all paid staff.
- Ensure all employment forms, compliance documents, and required training modules are completed.
- Provide ongoing management of staff including communication, task allocation, workload oversight, and performance reviews.
- Conduct regular check-ins with staff to ensure expectations, responsibilities, and support needs are met.



Facilities and Grounds

- Ensure all Association facilities and grounds are clean, safe, and ready for use at all times.
- Coordinate landscaping, court maintenance, and ground upkeep in collaboration with Council or precinct partners.
- Identify facility issues and organise repairs or maintenance within budget or with prior committee approval.
- Attend precinct or Council meetings and report relevant updates, actions, or decisions back to the Committee.
- Oversee facility safety, including lighting, signage, access, and suitability for training, competitions, and events.

Equipment and Stock Management

- Maintain all Association equipment, including netball equipment, uniforms, furniture, grounds equipment, and canteen stock (as relevant).
- Prepare yearly orders for uniforms, netball equipment, and supplies based on Association needs and budget allocations.
- Record and track all equipment and uniform items issued to members, ensuring collection at season end.
- Conduct an end-of-season stocktake for all Association equipment and resources and report outcomes to the Committee.
- Monitor equipment condition and identify items needing replacement, repair, or upgrading.

General Committee Responsibilities

- Attend and actively contribute at monthly committee meetings.
- Assist the Committee with the planning, coordination, and delivery of Association programs, competitions, and events.
- Uphold the Constitution, Policies, and Procedures of the Association.
- Work collaboratively with all members to maintain a safe, inclusive, and supportive environment.

KNOWLEDGE/SKILLS

- Strong organisational and operational management skills.
- Understanding of facility maintenance, cleaning standards, and sporting infrastructure.
- Ability to coordinate staff and foster a positive working environment.
- Competence in managing stock, ordering processes, and equipment maintenance.
- Effective communication and ability to liaise with staff, Council, external contractors, and



community members.

- Ability to make practical, timely decisions and problem-solve operational issues.

PERSONAL ATTRIBUTES

- Reliable, proactive, and solutions-focused.
- Confident in managing people and tasks simultaneously.
- Strong attention to detail and ability to follow through.
- Approachable, supportive, and able to work well in a team.
- Committed to maintaining safe and high-quality facilities and operations.

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