



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



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