



HBNA COMMITTEE ROLE – COMPETITIONS & EVENTS

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

- Coordinate, deliver, and support all Association events, carnivals, and competitions.
- Ensure competitions are effectively administered, draws are accurate, and registrations are managed in line with Association processes.
- Provide high-quality organisation and communication to support members, clubs, officials, and the community.
- Contribute to the smooth and professional running of all Association activities.

RESPONSIBILITIES

Association Events

- Organise all social and formal Association events, including end-of-season presentations, fundraising events, and special activities.
- Book venues, arrange catering, prepare scripts, manage registrations, and organise trophies according to needs and budget requirements.
- Promote, coordinate, and deliver all Association carnivals, including Representative, Club, and Brodie Smith carnivals.
- Arrange and manage registrations, draws, event documentation, and communication for all carnivals.
- Distribute event information to clubs, representatives, officials, and relevant stakeholders.
- Organise and oversee any sub-committees needed to support Association events.
- Ensure events reflect the values and standards of HBNA and provide a positive member experience.



Competition Management

- Maintain an accurate register of members in NetballConnect.
- Open registrations for all approved competitions and ensure entry details are correct and visible to members.
- Create, publish, and maintain draws and ladders for all Association competitions.
- Work with the Treasurer to ensure all competition and player fees are recorded and paid through NetballConnect.
- Assist with carnival registrations, draw management, and competition-day operations as required.
- Monitor competition progress and provide updates to clubs, teams, and the Committee as needed.
- Troubleshoot any issues with draws, registrations, or competition logistics.

General Committee Responsibilities

- Attend and participate in monthly committee meetings.
- Assist in the planning, delivery, and review of Association programs and activities.
- Uphold the Constitution, Policies, and Procedures of the Association.
- Promote a safe, inclusive, and positive environment for all members and participants.

KNOWLEDGE/SKILLS

- Strong organisational and event coordination skills.
- Familiarity with NetballConnect (or willingness to learn).
- Ability to create and manage competition draws and ladders.
- Good communication, administration, and time-management skills.
- Ability to work collaboratively with clubs, volunteers, and officials.
- Capable of managing multiple deadlines and tasks during busy periods.

PERSONAL ATTRIBUTES

- Reliable, proactive, and detail-focused.
- Confident, approachable, and effective at communicating with a wide range of people.
- Able to remain calm and organised during events and competition days.
- Strong problem-solving skills and willingness to assist where needed.
- Positive attitude and commitment to delivering quality experiences for members.

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