



## **BOARDS/COMMITTEES**

### **ROLES AND RESPONSIBILITIES**

**Information for Centres on management and committees.**

#### **Committees and your Centre's management team**

Generally, a committee is a small group of people formed with the intention of making decisions about issues or taking action on tasks. A Centre's main committee or board will be the management team.

Your Centre may also have a number of different sub-committees who are in charge of specific events like; draw, umpire roster, junior netball, tournaments, health and safety, day-to-day management, fundraising etc. A sub-committee is usually answerable to the overall management of the Centre i.e. the Board or Committee.

Committee members have set roles and jobs to complete. The roles of people on your committee or management team could be:

- president/chairperson
- secretary
- treasurer
- team/s manager
- marketing and promotions officer
- health and safety officer
- volunteer coordinator
- representative teams
- junior
- coach development
- umpire coordinator
- technical officials
- competitions/draw

Job descriptions (sometimes known as position or role descriptions) should be simple and straightforward. Tailor them to meet your Centre's needs and make sure they are encouraging – not daunting.

Here's a basic guide to what you should include in a position/role description:

- the benefits for the volunteers such as companionship, warmth, new skills
- a title that's clear and simple and identifies the role
- the importance of the role to the Centre
- primary objective – try to make them specific and achievable
- key tasks – be clear but not over-detailed
- skills or qualifications required – those that are needed for the role
- police check/references will be required (compulsory for Centre to obtain a police check/report)
- for and to whom the role is responsible and other relationships
- reporting procedures and record keeping required
- limits and extent of authority
- time commitment required (hours and length of commitment)
- location of the Centre
- flexibility to encourage the volunteers' initiative and creativity
- what resources and support will be available – training, travel expenses, parking, equipment, supervision (internal and external)
- opportunities for the person to influence the direction of the Centre

The more details, the better chance there is of 'recruiting' someone suitable. Think about whether you'd want to apply. Are the expectations realistic? Put the date on it – so you can identify different versions. Keep it simple and preferably on one page, accompanied by basic information about your Centre.

Committees can be a lot of fun and are a great way of ensuring everyone is involved, spreads the work around so not just falling on a few people, and able to make a contribution to your Centre.

Don't forget that committee meetings can also be good social events! Remember to allow some social time, separate from the main meeting agenda.

**Netball Mainland can provide you with some simple examples of Job Descriptions, templates and other documents for you to amend as required – talk to the CEO or Community Netball Manager**

